

THE DIRECTOR

February 28, 1946

THE EXECUTIVE CONFERENCE.

The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Glavin, Rosen, Hendon, Harbo and Tracy on February 27, 1946, considered a matter brought to the Bureau's attention by Mr. Charles B. Sullivan of the Washington Regional Office of the Veterans Administration.

Mr. Sullivan inquired about fingerprint schools and the length of time it takes to train employees. He was advised it takes approximately six months and he stated the thought occurred to him the Veterans Administration could probably pay its veterans who are employed on a full-time basis in the Identification Division the full benefits of the G. I. Bill of Rights because they are trainees at that time. He felt they could be paid up to six months in addition to their regular compensation, particularly for the position of student fingerprint classifiers by the Bureau.

The Conference was advised that the G. I. Bill of Rights provides certain payments to the veterans in connection with education and various trade schools and that payment can be made to apprenticed employees such as are occupied as machinists at the Navy Yard and printers at the Government Printing Office. The apprenticeship in such trades usually lasts up to four years.

The Conference points out if such payments are made to student fingerprint classifiers then there would appear to be no logical reason why payments could not and should not be made to veterans in any or all positions, inasmuch as some training, either in a classroom or on the job, is necessary for every position. It appears to be an exploitation of public funds whether or not the Veterans Administration decides it is legal under the G. I. Bill of Rights.

The Conference unanimously recommends that Mr. Tracy communicate with Mr. Sullivan of the Veterans Administration and inform him the Bureau of course has no knowledge as to the applicable provisions of the G. I. Bill of Rights with reference to various veterans occupations. Further, that it will be appreciated if Mr. Sullivan will keep the Bureau advised of whatever steps are taken by the Veterans Administration with reference to positions which the Veterans Administration may decide do come under the G. I. Bill of Rights.

Respectfully,
For the Conference

RECORDED

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INDEXED

30 MAR 1 1946

HE. A. Tamm

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/26/92 BY [signature]

Tolson
E. A. Tamm
Clegg
Connelley
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Hendon
Pennington
Quinn Tamm
Nease
Gandy

Mr. Clegg
Mr. Hendon

323013

MAR 1 1946

THE DIRECTOR

January 25, 1946

THE CHIEF OF BUREAU

#223013

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CHIEF OF BUREAU
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CHIEF OF BUREAU

CHIEF OF BUREAU

R. U. Olson
R. C. London

R. E. Coffey
R. E. Coffey

CHIEF OF BUREAU

That confidential national defense information should not be
transmitted to other than persons in confidence. (The present
rule is that the information should be transmitted to other
than persons in confidence in order that a duplicate copy of
the report may be filed in the original case file, the original
being placed in a separate section of the administrative file
relating to the particular informant. The purpose of placing
the copy in this administrative file is to create a quick review
of the information which has been submitted in writing by an
individual informant, so that his value as an informant can be
readily estimated.)

RECOMMENDATIONS:

1. The Director agrees as an alternative that the present policy is potentially
dangerous because it might encourage informants to take extra copies for
their own personal use.
2. The Director points out that duplicates can be made in various forms,
namely, carbon, mimeograph, etc., particularly in Communist nations, and that
these copies should be destroyed.
3. The Director points out that some informants cannot be trusted and
might leak their reports in confidence.
4. The Director further points out that, as a usual rule, it is difficult to get
an informant to submit his report in writing under any conditions.

CONCLUSIONS:

1. In the interests of security, the present Bureau rule should be maintained.
2. All of the Director's recommendations are subject to the fact that this rule does
not make the transfer of information, and it is merely suggested that they
be considered to submit their reports in confidence. It is not suggested that
it is just a suggestion.
3. The present rule is followed by most field offices effectively and will prevent
the dissemination of reports to informants who are disloyal and who
do not make any reports being made to them.
4. It is suggested, in any instance, the necessity of trying to get
reports a second copy of a report submitted, then making a copy of the report.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Mr. Gandy

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&
INDEXED

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THE DIRECTOR

February 23, 1946

EXECUTIVE CONFERENCE

QUARTERLY CONFERENCE OF BUREAU OFFICIALS AND SUPERVISORS
MARCH 14, 1946

The Executive Conference, those present being Egan, Tolson, Glavin, Tracy, Hendon, Harbo, Nichols, Ladd, Clegg, Rosen and Glegg, unanimously approved the following program for the Quarterly Conference of Bureau Officials and Supervisors, to be held on Thursday evening, March 14, 1946, at 7:30 P.M. in Assembly Room #1, Department of Justice Building:

7:30 - 8:00 P.M.	Police Cooperation in Criminal Cases	Mr. C. J. Martin
8:00 - 8:45	Developing Confidential Informants; Using Confidential Informants; and Informant Coverage in Criminal Cases	Mr. G. H. DeLoach
8:45 - 9:00	Report	
9:00 - 9:15	FBI National Academy - Program and Plans for Retaining and Reviving Activities	Mr. J. C. Rogers
9:15 - 9:35	Crime Recording Equipment	Mr. J. H. Egan
9:35 - 9:45	Announcements	
9:45 - 10:30	General Quiz	Mr. J. A. Carson
10:30	Adjournment	

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DATE 8/26/92 BY SP-1/EE

Respectfully,
FOR THE CONFERENCE

FX-11

Clyde Tolson

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30 MAR 1 1946

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

EXECUTIVE CONFERENCE CONSIDERATION:

The Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd, Mumford, Rosen and Nichols being present, unanimously recommends that no change be made in the present rule. The Conference felt that there was no merit to the suggestion of Mr. Banister and that confidential national defense informants should be encouraged to submit their reports in duplicate where practical and feasible. The present rule does not absolutely require the duplicate reports and it is helpful where it is possible to have the two copies submitted.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RGH:DW

THE DIRECTOR

February 25, 1946

THE JOINT COMMITTEE

SUGGESTION #9C

EMPLOYEE: MR. F. T. MCINTYRE
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That any action by Agents, including Resident Agents, in cutting out, stapling, mounting or labeling newspaper clippings be eliminated as this work should be done by clerks.

ADVANTAGES: This is purely clerical work and the Agents' time should be conserved for investigative activities wherever possible.

DISADVANTAGES: None

RECOMMENDATION: Unanimously approved.

EXECUTIVES' CONFERENCE ACTION: With Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd, Mumford, Rosen and Nichols in attendance, the Conference unanimously recommends that instructions not be given to the field on this matter since it is rather petty in nature. Instead it is recommended that Mr. Nichols before the next several In-Service Schools point out that this practice is being indulged in in some offices and that it should be stopped. It was felt by the Conference that this would correct the situation without the necessity of written instructions to the field.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

RECORDED

INDEXED

Mr. Tolson RCH/wl
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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JBB:oa

Mr. Nichols

1/28/46

M. A. Jones

~~INTERESTING CASE MEMORANDA --~~
~~SUGGESTED BULLETIN~~

We have made a detailed study of the Interesting Case problem over the last year and a half with the thought that it would be extremely advantageous to the supervisor handling the assignment in this section to set out a rather complete set of instructions on how to handle these matters.

Attached is a suggested bulletin. It is rather long but I believe it should go out in its present form and length to serve as a guide to every Agent who is assigned to prepare an Interesting Case memorandum. In requesting these memoranda, we will reference this bulletin. If instructions in it are followed, it is entirely possible that 50 per cent of the work necessary on these write-ups in this section will be eliminated.

RECOMMENDATION: It is recommended that the attached bulletin be approved for transmittal to all Agents.

Attachment

ADDENDUM; LBN:HBM; 2-1-46

Unanimously approved by the Executives Conference, consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, Harbo, Glavin and Nichols.

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Carson.....
Mr. Egan.....
Mr. Gurnea.....
Mr. Harbo.....
Mr. Hendon.....
Mr. Pennington.....
Mr. Quinn Tamm.....
Mr. Nease.....
Miss Gandy.....

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66-2554-4505
FEDERAL BUREAU OF INVESTIGATION
MAR 11 1946
U. S. DEPARTMENT OF JUSTICE

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DATE 8/31/92 BY 8/31/92

57 MAR 12 1946

ORIGINAL FILE IN 1-44-30

cc: Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

CH:kmh:cd

THE DIRECTOR

February 25, 1946

A. ROSEN

IMPORTANT FUGITIVES IN EACH FIELD DIVISION

Executive Conference

Bureau Bulletin #33 dated June 7, 1944, covers 1944, instructed the field to submit to the Bureau the names of at least three fugitives regarded as the most important in each division. Each division was required to submit a write-up relative to the personal history, background, progress, and interesting facts concerning each fugitive so submitted. The field was further instructed that the list should be supplemented from time to time as fugitives contained thereon were apprehended.

It is not believed that this requirement justifies the amount of time required by the field in preparing the write-ups and it does not justify the amount of time required by the fugitive supervisors to keep the list up to date. The designation of three fugitives by each division is no criterion that such a composite list will be the most important fugitives being sought by the Bureau at any one time. One division might be conducting investigations relative to fifteen fugitives all of whom would be considered more important than the three most important designated by other divisions.

As important fugitive cases are followed closely by the Bureau, it is not believed that any added benefit is obtained from this requirement. It is recommended, therefore, that the field be authorized to discontinue this practice. A proposed letter to all Special Agents in Charge is attached.

Attachment

ADDENDUM: Approved by the Executive Conference, February 25, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd and Rosen in attendance.

Tolson
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66-2554-4506
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MAR 11 1946
U.S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN

THE DIRECTOR

2/28/46

THE JOINT COMMITTEE

SUGGESTION 22-E

EMPLOYEE: SAC S. K. McKEE
NEWARK FIELD OFFICE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP-2/60

MEMBERS PRESENT: Messrs. H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the present requirement for ~~Technical~~ Quarterly
~~Conferences~~ of Special Agents be changed to require that they
be held twice each year. However, he believed that practice
with the ~~technical~~ equipment should be had at least four times
per year or even more frequently.

- ADVANTAGES:
1. A saving of Agents' time since they must be called to the field office four times per year for this conference.
 2. The visits of the Agents to the field office on these occasions do not necessarily or always eliminate the need for their returning subsequently within a very short time due to the fact that with an accumulation of Road Work Agents in the field office, all of them do not have an opportunity to dictate.
 3. The discussions of the equipment and the uses which may be made of the individual items of technical equipment are of limited value as compared with actual practice when it is the desire of the Agents to have a thoroughly familiar knowledge of the operation of the equipment and frequent contact with and practical use thereof.
 4. Would save investigative time and travel costs/per diem of Resident Agents.
 5. With respect to actual training to be afforded Agents in technical equipment four times a year this training can usually be afforded them at times when they would have occasion to be in the office for other purposes and hence no appreciable expense would be involved.

- DISADVANTAGES:
1. Occasionally there will be some newly discovered use of an item of technical equipment which should be brought to the attention of the Agents of the office more frequently than semi-annually; however, this can be done by other means.
 2. The instructors of those Agents who are using the technical equipment can put a large number of Agents to work in and about the office at one time on the various

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
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Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
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Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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MAR 6 1946

items of equipment thus conserving the instructor's time since he would be required to spend a great many more hours annually when he is supervising the use of the equipment of individual Agents rather than in groups.

RECOMMENDATION: Unanimously approved as follows:

(a) That actual technical conferences of the Agents of the office be held semi-annually instead of quarterly.

(b) That four times each year each Agent will be required to demonstrate his familiarity with and the ability to make use of each item of technical equipment in the office under the supervision and guidance of the technical sound man in the office where one is available or otherwise under the supervision of the SAC or a qualified supervisory official.

(c) It is understood from the above that at the two regular semi-annual conferences there will be practice with the equipment and in addition two other instances when each Agent will be given training in the practical handling of the equipment.

HHC:PJ *sg*

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on 2/23/46, Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present, unanimously approved the above recommendation.

Respectfully,
For the Conference

OK
PL
Clyde Tolson

[Signature]
E. A. Tamm

HHC:HD

CC - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

2/28/46

THE JOINT COMMITTEE

SUGGESTION

EMPLOYEE: E. SCHEIDT
SAC, CHARLOTTE FIELD OFFICE

#323013
ALL INFORMATION CONTAINED
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DATE 8/31/92 BY SP3C/KC

MEMBERS PRESENT: Messrs. H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That ~~Quarterly~~ conferences of Special Agents be reduced to semi-annual conferences.

ADVANTAGES:

1. Tremendous saving in money would result by thus reducing the number of conferences per year. This saving would be reflected in the per diem and travel costs of Resident Agents coming in to attend the conference. It would also be reflected in the saving of working time on their part.
2. It is pointed out that Agents come into the field office for firearms practice for only seven months a year and there is a period of five months when they are not required to come into the field office for firearms practice, thus a special trip must be made to the office for the purpose of attending the Agents' Quarterly Conference.
3. The purpose of the conferences would be achieved by holding them twice per year.
4. If the conferences were held twice a year they would be more enthusiastically arranged and participated in.
5. There are many personal consultations between the supervisory staff and the Agents between the dates of the conferences during which any special instructions can be passed on.
6. The Committee has recommended that Agents' Quarterly Technical Conferences be limited to two per year and it is believed it would be logical for the Agents' Quarterly Conferences to be held the same number of times inasmuch as this has been done in the past.

DISADVANTAGES:

1. There is no saving in travel time whatsoever because it is a customary practice when Agents come in for monthly firearms training for the field offices to hold the conferences at such time. The only saving would be

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

two half days per year of time when the conferences are held. This is the general situation.

2. Frequent instructions go out to field offices to discuss situations at the next conference of Special Agents and the fact that it is impractical, frequently impossible, to make clear the gist and purpose of the Bureau's instructions other than by explanation makes these conferences highly important.
3. There are many items of confidential information which the Bureau desires to relate to Agents which it does not desire to put in writing and this affords the proper approach to this problem.
4. The experiences of Agents in developing new investigative techniques and methods can be exchanged and they are valuable instructive instruments for the Agents of a field office.
5. Agents with considerable experience on such matters as Fraud, Anti-Trust, Communist matters and similar specialized types of activity can transmit these experiences orally by lectures and instructional methods so as to rapidly instruct and equip the entire office force more readily to handle the new work.
6. It affords an automatic method for an assembly of the Agents so that mutual problems can be presented and discussed and settled, thus affording an opportunity to eliminate gossip and other undesirable practices because correct information is given to clear up misunderstandings and misinterpretations at such conferences.

RECOMMENDATION:

Unanimously agreed that they be required semi-annually instead of quarterly in the future.

HHC:RJ

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on 2/23/46, Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present, unanimously approved this suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Hendon,

Clegg

6. They use the over-all time of the Council Agent in charge in writing and maintaining his reports, circulating the numerous individual letters that would otherwise be necessary. They are particularly advantageous in permitting new cities to become established.
7. They become interested in police training, providing in particular information of high and middle and the National Academy.
8. They have a purpose different from that met by local or regional police chiefs. The law enforcement conferences bring new ideas in charge before the law enforcement officers, whereas past police chiefs generally just bring before them some of the police functioning of the Bureau.
9. They afford a complete forum to call individual city programs.
10. They substantially result in having more cities under the Bureau's jurisdiction reported.
11. They afford an opportunity from time to time for the Bureau to bring special recommendations before the police officers.
12. They also offer the Bureau to present to the law enforcement officers and legislation that is passed and placed under the Bureau's jurisdiction, and explain the provisions of the new laws.
13. They provide a good basis for better cooperation on the part of cities with Bureau, city managers, city police, and high public officials.
14. This is a law program and law enforcement is constantly in a war status in fighting crime, and competition is a continuing activity, whether in peace or war.
15. The concluding series of conferences for 1944 were attended by 57.0% of the police agencies, while the first session for 1945 was attended by 68.4% of law enforcement agencies, and the final session for 1945 was attended by 64.7% of the police agencies.
16. If each series of conferences brought together 20,000 law enforcement officers, it would be an important project, but the attendance has ranged from 40,000 to 57,000 with programs of new Bureau policies concerning the present trends, still maintaining them as a major source of coordination and police relations. The total attendance of the final series for 1944 was 53,434.
17. The conferences afford an excellent opportunity to train cities and other Bureau personnel participating in the program in connection with public relations and cooperation before large groups, giving the Bureau personnel vital experience in the making of speeches and in their dealings with the public.
18. They afford cities particularly to achieve confidence in their leadership in the planning of programs called for the officers' needs, which is a very healthy and desirable procedure.
19. They improve the morale and efficiency of law enforcement generally.

RECOMMENDATION: Mr. Nathan recommends that the conference in Cleveland be postponed his recommendation largely on the basis of the expense and effort thus involved in the production and holding of the conference and recognizes that creating of definite value could be given to it the conference was attended.

Messrs. Clegg, Conroy and Hendon are against discontinuance. They recommend, and Mr. Scheidt concurs if the conferences are to continue:

- (a) That they be held semi-annually as at present.
- (b) That it be permissible for the Special Agents in Charge to cut down the number of individual conferences held semi-annually by not more than 50%, the distribution and number thereof to be sufficient to maintain interest and leadership, and this recommendation is made particularly in view of the fact that restrictions on tires, gas, and automobiles will allow greater travel than heretofore.
- (c) That emphasis be placed on attendance by chiefs of police, sheriffs, and heads of law enforcement agencies, although the attendance of subordinate officers should not be prohibited.

It is pointed out that, by reducing the number of conferences conducted semi-annually, the cost and effort expended of holding them will approach a 50% reduction.

EXECUTIVES' CONFERENCE CONSIDERATION:

On February 27, 1946, the Executives' Conference considered the above matter and Messrs. Tolson, Tracy, Harbo, Hendon, Rosen and Clegg approved the suggestion of the Joint Committee that conferences be held semi-annually as at present; that field offices be permitted to cut down the total number of individual conferences by not more than 50%; and that emphasis be placed on attendance of chiefs of police, sheriffs and heads of law enforcement agencies instead of subordinates, who, however, will be permitted to attend when they can. They favored semi-annual conferences so that there would be established continuity and adequate frequency and leadership would be maintained.

Messrs. Ladd, Nichols, Sanford and Glavin recommended that such conferences in the future be held once each year in order to still further reduce expenses.

HHG:ER

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

*O.K. Decision in
one year & see if we
should change from
semi-annual to annual
basis. E.H.*

THE DIRECTOR

March 1, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of February 27, 1946, consisting of Messrs. Tolson, Hendon, Clegg, Harbo, Rosen, Ladd, Tracy, and Glavin considered a suggestion received from the SAC at Dallas concerning the maintenance of automobile inventory.

SAC Wily states he feels that it is not necessary to continue making detailed separate automobile inventories as the Bureau is presently doing.

For the Director's information I am attaching hereto a sample of the Bureau's automobile inventory form which is presently being utilized. This form has been approved for inventory submissions so that the Bureau will know what equipment is in a particular car. Mr. Wily points out, however, that the Agent in Charge is responsible for all of the automotive equipment charged to the office, and he does not feel that any particular benefit accrues to the Bureau by having these forms submitted.

The Conference is in agreement with SAC Wily and recommends the discontinuance of the form in question.

Should the Director approve, appropriate explanation will go out to the field instructing them in the manner in which automotive equipment should be reported in the future.

#323013
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DATE 8/3/82 BY SP-5/PA

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc Mr. Hendon
Mr. Clegg

Attachment

WRC:rj

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INDEXED

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13 MAR 5 1946

66-2554-4510

THE DIRECTOR

FEBRUARY 21, 1946

THE JOINT COMMITTEE

SUGGESTION #9A

EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5C/ba

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. G. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That in *National Academy* applicant cases, upon completion of the investigation only derogatory information should be furnished to the Bureau by teletype or letter as required. In the absence of derogatory information, the report will read "Investigation completed. No derogatory information."

ADVANTAGES:

1. The personal history of the applicant is available to the Bureau from the applicant's application.
2. The Bureau has no need or interest except in derogatory information.
3. Clerical and stenographic work in the field would be saved and supervisory and stenographic work at the Seat of Government.
4. Saving in money through reduction of teletype costs.

DISADVANTAGES:

1. It may cause the investigations to become casual unless closely observed by the Special Agent in Charge.
2. It permits no supervision by the Bureau to prevent the failure of the field to check on matters of interest such as physical condition and age.

RECOMMENDATION: Unanimously approved.

HHC:PJ:ER

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on February 25, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg, considered the above suggestion. Mr. Tolson and Mr. Ladd were of the opinion that this suggestion should not be approved since it did not give the Seat of Government any control in order to see that all appropriate inquiries had been made and that all necessary references had been interviewed and they felt that such a control and supervision should be possible.

Messrs. Glavin, Tracy, Harbo, Hendon, Rosen and Clegg agreed to the recommendation for the reasons listed under "Advantages" above; the names of references are not required to be set forth in the wire and it will transfer a routine responsibility to the field where the primary responsibility exists for making appropriately thorough investigations of these matters.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

Clyde Tolson

E. A. Tamm

33 View. H.

THE DIRECTOR

January 22, 1946

THE EXECUTIVES' CONFERENCE

ANNUAL RETRAINING SCHOOL
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HEREIN IS UNCLASSIFIED
DATE 8/3/92 BY SPIC/KC

The Executives' Conference, Messrs. Tolson, Clegg, Glavin, Harbo, Nichols, Ladd, Rosen and Tracy present, considered the matter of the annual retraining school of the FBI National Academy to be held from September 30 to October 4, 1946, inclusive. The following general program and plan was considered favorably for submission to the Director for approval and as a guide for future plans and preparations:

1. It was estimated that of the approximately 1500 graduates, including the October graduating class, that 750 might be expected to be in attendance. Wives and family members would probably represent 350 more in attendance. Police chiefs, city and state officials who might attend the entertainment functions would probably amount to 200, and with 200 Bureau personnel (clerks and agents), the total attendance at various entertainment functions might be estimated at a total of 1500.

2. With the banquet a Dutch treat affair as usual, a rough estimate as to the cost and expenses for entertainment and the like was \$7,500. This probably would be a minimum. The voluntary contributions by Field and Seat of Government Special Agents, it was felt, might approximate \$10,000, based upon previous contributions.

3. The classroom programs will run from 9:00 to 12:00 and from 1:30 to 4:30 daily on Monday, Tuesday and Wednesday, September 30, October 1 and October 2. Thursday, October 3, would be left open for the business session, including the election of officers, amendments to the constitution, the organization of state groups, and the general problems that have accumulated since the previous retraining school was held. This business session, it is believed, would last from 9:00 to 12:00 and from 2:00 to 3:30. From 3:30 to 5:00 there would be a rehearsal in the auditorium for the graduating exercises. On Friday, October 4, the graduation exercises would be held.

4. Detailed program: Monday, September 30, in the Departmental Auditorium. Formal Opening Exercises: Those present would be graduates of the Academy, the graduating class, family members of the associates and the graduates, and any of the visiting police and municipal officials. The Director would preside and deliver an address and extend a welcome at these opening exercises. At the conclusion of the opening exercises all would withdraw except the former graduates and members of the graduating class, and classroom sessions would continue until 12:00 and from 1:30 to 4:30.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

UHC/elf/hm

337

INDEXED

EX-6

66-2554-4512

FEDERAL BUREAU OF INVESTIGATION
MAR 5 1946
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN

Monday evening 8:30 to 10:30 a Reception at the Mayflower Hotel with refreshments and entertainment. Those to be present would be associates, graduates, and family members and guests, and FBI employees selected. Entertainment would be provided in the way of carefully selected and well qualified musicians and troubadours, but with the principal objective to be getting acquainted and renewing acquaintances.

Tuesday, October 1, the classroom sessions from 9:00 to 12:00 and 1:30 to 4:30, with Tuesday night open for theater parties, or other activities which might suit the graduates and their guests.

Wednesday, October 2, classroom sessions 9:00 to 12:00 and 1:30 to 4:30.

Wednesday night at 7:30 a Dutch Treat Banquet. All the graduates and family members and their invited guests would be required to have tickets as well as all Bureau personnel who attend. The only free guests would be those especially invited by the Bureau which might include selected officials of the Department, and others in Washington or elsewhere to be selected and approved, including visiting faculty members who might care to attend. The entertainment at the banquet would be of a carefully selected type. Mr. Nichols has advised that certain movie and radio men have volunteered to him to send outstanding stars for entertainment at some such functions. All the acts also obtained would be first class acts to be paid for and to be imported if necessary from New York, Philadelphia or elsewhere as specifically approved by the Bureau in detail.

Thursday, October 3, business session of the FBI National Academy Associates with the members of the graduating class participating as members, from 9:00 to 12:00 and from 2:00 to 3:30. At 3:30 the rehearsal for graduates.

The entertainment on this date would include a Men's Luncheon and a separate Women's Luncheon at which a fashion show would be provided by local department stores to be the entertainment provided.

Friday, October 4, 10:00 A.M. graduation exercises, Departmental Auditorium, which will conclude the formal training course and tour of the Bureau Friday afternoon for those that desire it.

5. Special entertainment for family members and visiting officials would include sightseeing tours in Washington, a visit to Quantico, Mount Vernon and Annapolis, and theater tickets to local theaters. In the event there are baseball games in Washington, those who desire to go could attend.

6. Registration: Through the medium of the monthly News Letter to FBI NA Associates, advance registration and notice of intention to attend could be called for and obtained. On Saturday afternoon and for a good part of the day Sunday in the Justice Department Building one of the classrooms would be used for registration purposes and notices in the News Letter would urge those who are to attend to register on Saturday or Sunday so that the program could begin promptly

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

at 9:00 A.M. the following day. Badges containing the names and departments represented to be furnished to each graduate who registered and a different colored badge to be worn by families and invited guests, and FBI employees attending the activities would have still another color badge. In addition to the name plate on the badge, it was agreed that a ribbon bearing suitable imprint would also be a part of the badge so that it would be similar to those used at regular conventions.

7. In order to expedite and facilitate the handling of the arrangements during the retraining school week, it was recommended:

A. That no In-Service school be in Washington for the two-week period beginning September 23.

B. That during this Retraining School there be only the one week of Retraining and that the usual procedure of having graduates return for two weeks specialized training be dispensed with during the Session ending November 4.

C. That in the event a New Agents' Class is to be in session the members of this class be considered available during the week in question, to be used as ushers and for other purposes in connection with the graduation.

D. That a group of SACs be selected about sixty days in advance of the Retraining School and invited to come to Washington when they are SACs in a territory where there are a large number of graduates. Among those SACs would be Mr. McCabe, formerly Supervisor of the National Academy and who is well acquainted with most of the Graduates.

E. That all former class counselors who are in the Bureau at the time, be instructed to return and that all Graduates of the Academy who are now serving as Special Agents be authorized to attend as Associates.

8. It is recommended that Mr. Glavin, the Chairman of the Finance Committee be authorized to send a communication to the Field calling for any voluntary contributions, this to be done at an early date.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

Clegg
Hendon

TO: MR. LADD

DATE: February 14, 1946

FROM: C. H. CARSON

SUBJECT: ALLOWANCES FOR APPRECIATION OF FOREIGN CURRENCIES
(EXCHANGE RELIEF)

BACKGROUND:

4323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/31/92 BY *gzi/bce*

It will be recalled that we have previously paid special allowances to Bureau employees in Venezuela and the Netherlands West Indies due to the inflated value of the local currencies in relation to the United States dollars.

DETAILS:

President Truman on January 26, 1946, issued Executive Order #9687 revoking previous regulations providing for the payment of exchange relief, the revocation to become effective as of the close of the pay period terminating or current on January 31, 1946.

This will make it necessary for the Bureau to stop the payment of exchange relief as of February 9, 1946, our pay period covering January 31, 1946, extending from January 27 to February 9, 1946.

ACTION:

RECORDED
EX-17

66-2554-4513
FEDERAL BUREAU OF INVESTIGATION
MAR 6 1946
U.S. DEPARTMENT OF JUSTICE

There is attached a suggested radiogram to Caracas advising that office that the payment of exchange relief is being stopped. Our office in Caracas, Netherlands West Indies, has previously been closed. There is also attached a suggested memorandum for all FBI Legal Attaches informing them that the Bureau will no longer pay exchange relief for the information of any employees traveling through Venezuela in the future.

58 MAR 12 1946
Approved by Executives Conference consisting of Messrs. Tolson, Attachment, Lavin, Harbo, Hendon, Nichols, Rosen, Clegg, Mumford, and Ladd - JKM

GWH:tlc

ORIGINAL COPY FILED IN

MR. L. R. PENNINGTON

February 6, 1946

Mr. J. T. Logue

DANIEL H. EISENBERG, dba
SKIP TRACERS COMPANY
INFORMATION CONCERNING
MISSING PERSONS MATTER

I thought you would be interested to learn that the Bureau and our various field offices have now been placed on the mailing list of "Reward Magazine", a publication of the subject company. This outfit is a small New York alleged corporation which our New York Office has found to be a fraud and which preys upon the unfortunate grief-stricken families of missing persons.

It is noted in the January-February issue of the magazine, which was furnished the Bureau, that on page 23 a reward of \$1,000 is published for information concerning the disappearance of Thora Chamberlain, a case recently handled and solved by the Bureau in San Francisco. It is likely that the family of the victim in this case has been charged exorbitant prices by the subject company for no services rendered.

BACKGROUND

Subject Eisenberg for some years operated the business of the Skip Tracers Company, which occupies three rooms in a Jackson Heights, Long Island, building. Until 1943 the business was poor and largely confined to trading debtors who skipped their bills. However, during the year 1943, subject wrote an article, "On the Trail of Missing Men," which was published in "Coronet" and other magazines. "Reader's Digest" magazine published a digest of this article in its October, 1943, issue. Over night the business of Skip Tracers Company boomed.

A former employee of the company advised "Reader's Digest" magazine in a letter that after reading the article in "Reader's Digest", he was attracted to the company, sought employment, and was immediately hired. He worked six weeks and quit. He advised that the business consists of three people who sit in an office and answer what they call their "fan mail." They charge exorbitant fees of families of missing persons who write in. He says they accomplish little or nothing. They never leave their office and handle all or any inquiries they make by mail. In one instance, he stated they obtained \$1,000 from the family of a missing person and all that was spent was 50¢ on postage. The results accomplished - nil. This individual advised that very occasionally mail inquiries bring information as to the whereabouts of the missing persons. The clients are charged enormous prices and the company capitalizes on the few successful locations it does accomplish.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

MAR 28 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP8/PC

RECORDED

66-2554-4514
FEDERAL BUREAU OF INVESTIGATION
MAR 6 1946
U. S. DEPARTMENT OF JUSTICE

ORIGINAL COPY FILED IN 24-4-2262-6

Memorandum For Mr. L. R. Pennington

The magazine itself alleges that it has a circulation of 20,000, and according to a foreword contained therein, it is sent to personnel managers, large war plants, credit bureaus, police, and sheriffs.

RECENT DEVELOPMENTS

As it has been over two years since the company received a stroke of luck in "Reader's Digest" publishing this article, they now state, in order to gain publicity and prestige, in the foreword in their recent magazine that they are placing all U. S. Marshals, State Troopers, the FBI, and its various field offices on its mailing list since they maintain files and records on missing persons. While the company does not allege any affiliation with the Bureau, the mere statement contained in the foreword of the recent magazine infers a cooperative working relationship with the Bureau.

RECOMMENDATION:

This outfit is strictly a fraud and some day it may be blown up and publicized as the fraud it is. I do not believe the Bureau should tacitly permit this company to infer it has any affiliation with us whatsoever and recommend that consideration be given to directing a letter to the company advising them that we are without authority to conduct investigation to locate missing persons, that we are in no way affiliated with any private detective agency, that any information contained in our files is furnished only to duly constituted law enforcement officers, or to relatives by blood or marriage of missing persons, and demand that we be taken off the mailing list of this company. In the alternative, it is recommended that the New York Office personally advise the officials, Eisenberg and other officials of this company, that the Bureau requests that it be taken off the mailing list of "Howard Magazino."

ADDENDUM:

The Executives Conference, with Messrs. Tolson, Ladd, Glavin, Tracy, Harbo, Nichols, McCabe, and Mumford present, considered this matter and those present were unanimously of the opinion that rather than sending a letter directly from the Bureau, we should have the New York office go to this outfit and verbally instruct it to discontinue any mention of the FBI in its forward and inclusion of the FBI on its mailing list. It was also agreed that it would be advisable to send a memorandum to McGranery informing him of the facts and the action being taken by the Bureau. Appropriate communications are attached.

Attachments

66-2554-4514

58 APR 11 1946

APR 3 1946

MAJ:JV

February 4, 1946

MEMORANDUM FOR : MR. NICHOLS

With regard to the attached memorandum pertaining to speaking engagements for the calendar year 1945, I have prepared a suggested form letter to all Special Agents in Charge. This is likewise attached for your consideration.

Respectfully,

M. A. Jones

Attachment

ADDENDUM: JIM:HBM: 2-7-46

Approved by the Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Rosen, Mumford, McGuire, and Clegg.

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DATE 3/1/92 BY [signature]

RECORDED

EX-147

66-2554-4515
RECEIVED BUREAU OF INVESTIGATION
MAR 5 1946
U. S. DEPARTMENT OF JUSTICE

INITIALS ON ORIGINAL

58 MAR 18 1946

ORIGINAL FILED IN 94-1-1121

COPY: TC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE EXECUTIVES' CONFERENCE
SUBJECT:

DATE: February 21, 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP-6

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Glavin, Hendon, Tracy, Harbo, Mumford, and Clegg, considered the application of the Prosecuting Attorney's Office of Essex County, New Jersey to attend the next session of the FBI National Academy. SAC McKee has advised by telephone that the applicant, Louis Sklary, is an investigator with the Prosecuting Attorney's Office in question. He formerly worked with the Treasury Department, Intelligence Unit, and when he went to Ellis Island to interview a subject without the consent of the Immigration or Customs Service he was given a disciplinary transfer.

The applicant is a civil service employee and the three National Academy graduates in Newark are of the opinion that Sklary is not proper material for the academy although one admits a biased view because of the fact that they will be competitors for a promotion at an early date and the other two are probably biased because the applicant is Jewish. They indicate that the applicant has too much real estate to indicate that he is honest. His real estate is said to be in Newark, Florida and on the Jersey Shore. He also is said to have grown up with a racketeer by the name of Willman who is also Jewish and McKee points out that this is an accident of birth in the first place since they were each born of Jewish parents in the same district and they were friends but there is no overt act of conspiracy between the applicant and the racketeer which has been disclosed or charged. Sklary is a member of the Jewish sect known as the Cohens and members of this sect will not look at the body of a corpse and he uses this excuse to avoid certain types of assignments.

McKee recognized that there was nothing specific against the applicant but the general picture was not a favorable one. The Executives' Conference felt that this individual was undoubtedly an undesirable type not because of his race but because of his associations with the racketeer and because of his reputation which McKee said was not favorable. In the absence of any allegations of specific overt acts the Conference felt that consideration of this applicant should be deferred at least for the time being and that McKee should indicate that his name has not yet been reached for final consideration. SAC McKee has advised that he will be able to handle this in a tactful manner and believes this to be a desirable procedure.

Respectfully,
For the Conference

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

Clyde Tolson

E. A. Tamm

66-2554-4516
FEDERAL BUREAU OF INVESTIGATION
MAR 5 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

RECORDED

EX-74

59 MAR 14 1946

ORIGINAL COPY FILED IN 44-38861-5

#323013

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5C/bee

TO: THE DIRECTOR

DATE:

FROM: Executives' Conference

March 4, 1946

SUBJECT:

At a meeting of the Executives' Conference on February 28, 1946, attended by Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Rosen, Mumford, Clegg and Ladd, the question of appropriate badges for the National Academy Associates' Reunion was presented.

It was pointed out to the conference that 2500 badges with the blue ribbon attached, which would bear the emblem in color of the seal of the National Academy and the lettering "FBI National Academy Associates" thereon, could be obtained at a price of \$387.00. A second badge, which consists of a seal which would be the seal of the National Academy with a celluloid tab at the bottom thereof on which would be written in large letters the name and town from which the individual wearer came, could be obtained at a price of \$450.00 for 2500, the celluloid discs to cost one cent apiece. The celluloid discs could be obtained in white for Associates, blue for wives and guests, red for members of the current graduating class and yellow for Bureau officials and supervisors.

The Conference unanimously approved the purchase of the seal type badge in preference to the badge bearing the ribbon. A sample of each is attached hereto for your approval.

In the event you approve the recommendation of the Conference, arrangements will be started for the purpose of ordering these badges and having them made up and available.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

CC - Mr. Clegg
Mr. Hendon

DHL:DS

EX-11

RECORDED
&
INDEXED

166-2534-4517

39 MAR 7 1946

70 MAR 7 1946

THE DIRECTOR

3/1/46

THE EXECUTIVES' CONFERENCE

FIRST DEPUTY CHIEF OF POLICE

PETER A. ANDERSON

HARTFORD, CONNECTICUT POLICE DEPARTMENT

FBI NATIONAL ACADEMY

First Deputy Chief of Police Peter A. Anderson of the Hartford, Connecticut, Police Department is 52 years of age. The age limit for those who attend the Academy is that they not be over 50 years of age. In view of the key position of Deputy Chief Anderson SAC Gleason recommends that he be given favorable consideration as far as his age is concerned. It was pointed out that the Bureau had made a few exceptions passed upon by the Bureau specifically in the past and also it is recognized that when an exception is made for a man who attends a class when his age becomes known the rule becomes less effective.

In view of SAC Gleason's recommendation and in view of the key position held by Deputy Chief Anderson the Executives' Conference on February 25, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg, felt that the Bureau should waive the age limitations in this specific instance.

If this is approved there is attached hereto a letter to the New Haven Office ordering the investigation and advising that the age factor is being waived in this specific instance. This was unanimously recommended.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

RECORDED

INDEXED

EX-11

66-2554-4518
39 MAR 7 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/92 BY SP5C/bcc

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

cc - Mr. Hendon
Mr. Clegg

The Director

March 1, 1946

The Executives' Conference

~~Banquet for FBI National Academy~~

The Executives' Conference, Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen, and Clegg present, on February 28, considered the matter of a banquet for the present class of the FBI National Academy. It has been determined that a number of the students in the present class will have their wives come to Washington during the final week, and in addition there will be 35 or 40 former graduates returning for specialized training the final two weeks of the school. Due to some retarding activities of the present class councillors, there has arisen no enthusiasm for a banquet, and instead the following unanimous recommendation is made by the Executives' Conference.

Recommendations: That in lieu of a banquet on Wednesday night, March 27, preceding the graduation on Friday, March 29, there be held a Dutch treat reception for members of the present class, former graduates, their wives and family members, their special guests, including officials of departments and municipalities who are here, and any other special guests that the student or graduate desires to invite be permitted to come providing they purchase tickets which will cost the pro rata amount of the total cost of the reception. Bureau employees will be invited to come on the same Dutch treat basis and in addition to the usual type of refreshments at these receptions there would be a small musical group providing background music.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Clegg
Mr. Hendon

RECORDED

EX-11

INDEXED

166-2554-4519

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/31/92 BY 9802/k

58 MAR 1 1946

THE DIRECTOR

February 23, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of February 26, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Clegg, Nichols, Hendon, Harbo, Tracy, and Glavin approved the recommendation of the Document Section of the Laboratory that Reynolds pens be purchased and utilized for Laboratory experimenting and for the Lab ink and handwriting file.

The Conference feels that only one pen of a particular type should be purchased; that if Reynolds pens are presently being manufactured with definite colors of ink, that ~~the number~~ of each type should be purchased. However, if only the regular blue ink is used in the pen, then only one should be purchased.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc Mr. Hendon
Mr. Clegg

WRO:VJ

RECORDED

66-2554-4520

39 MAR 7 1946

EX-11

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

4328013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/31/93 BY [signature]

70 MAR 8 1945

THE DIRECTOR

February 25, 1946

THE JOINT CHIEFS OF STAFF

COMMUNICATIONS SECTION
ON SUBJECT OF THIS
FOR THE JOINT CHIEFS OF STAFF

#3230-13

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/31/92 BY SP-5/BJK

PERSONNEL

H. H. Clegg
R. G. Hendon

E. H. Conner
D. Farnick

Xmail

RECOMMENDATION

That existing communications from field offices, such as reports, letters, and memoranda, that the file number of International Field Division to which the communication is being directed, then readily available. It was pointed out that under the present regulations only the Bureau file number is required to be not listed, then readily available.

REASONING

1. That a communication is received in a field office bearing the file number of that field office, it would be unnecessary to check the index, then allocating one step after the receipt of the mail and depositing the file of mail within the field office.
2. The amount of time saved from the above changes is believed to be more than the amount of time required for typing in the file number when it is readily and easily available at the time the report is prepared.

CONCLUSION

1. It is adding one additional requirement for an agent and more paper to require that preparing an investigative report or other communication, which already involves the transcribing of a considerable amount of data.
2. It would be unnecessary, to some extent, to a small extent the task of directing the file number then easily available, because the work in the receiving office would be all clerical work in adding the number for the file number.
3. It would be as disadvantageous as to check the file number was readily available to be check that the rule would be unworkable.

RECOMMENDATION

Unanimously recommending, and on report from the file number would be check adjacent to the field office for which copies of the report are being designated, in the lower left-hand corner of the report form, and on letters and memoranda, immediately following the title.

EX-11 RECORDED
INDEXED

166-2554-4521

15 FEB 27 1946

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The Executives' Conference on February 26, 1946, those present being Messrs. Tolson, Glavin, Tracy, Hendon, Harbo, Rosen, Mumford, Nichols, Ladd and Egan, considered this matter and Mr. Rosen did not believe that this suggestion

Class 8
1945

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Hendon
Mumford
Nichols
Ladd
Egan

or rule should apply to investigative reports for the reasons set forth in the disadvantages listed above. All other members of the Conference favored the suggestion for the reasons listed under advantages above.

Respectfully,
For the Conference

✓
Clyde Tolson

Eor
E. A. Tamm

OK
P.
ENC:ER

THE DIRECTOR

EXECUTIVES' CONFERENCE

323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/31/92 BY SP5C/KCE

FEBRUARY 28, 1946

The Executives' Conference on February 27, 1946, those present being Messrs. Tolson, Tracy, Hendon, Harbo, Nichols, Ladd, Mumford, Glavin, Rosen and Clegg, considered the suggestion, submitted in connection with the approaching school for Special Agents specializing in Juvenile Delinquency, that the class of 25 members be divided into groups of about five each, to make tours of observation of the handling of delinquency matters at the following places:

1. Crime Prevention Bureau, Metropolitan Police Department, Washington, D. C.
2. Receiving Home for Children, Washington, D. C.
3. Juvenile Court, Alexandria, Virginia
4. Industrial Home for Colored Boys, Blue Plains, Washington, D. C.
5. National Training School for Boys, Washington, D. C.
6. St. Mary's Home for Boys, Baltimore, Maryland

The idea would be that after the tour of observation at these places to see what had been done, the individual groups would then reassemble the following day in class, and there would be a discussion for the benefit of all members of the class of their findings, together with further discussion as to improvements and suggestions which could have been made with reference to the manner of handling delinquents and in order that all the members of the class would be informed as to practices that are being followed in such departments and institutions as those represented.

The Conference felt this would be desirable and helpful as it would require a minimum amount of time with the class divided into groups and all groups could make studies simultaneously, but the following were recommended in addition:

1. That a visit not be made to the National Training School for Boys in Washington which is under the jurisdiction of the Bureau of Prisons.
2. That a visit not be made to St. Mary's Home for Boys at Baltimore because of the distance and travel involved.
3. That when making the visit to the Crime Prevention Bureau of the Metropolitan Police Department, arrangements be made in advance so as to avoid publicity and to arrange for the handling of this matter similar to the program that is followed when members of the National Academy visit the Washington Police Traffic Division which they are able to do without publicity.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

RECORDED

INDEXED

522
MAR 7 1946

EX-11

307

7 1945

Otherwise, the suggestion and the institutions and organizations in question were approved.

Respectfully,
For the Conference

✓
Clyde Tolson

EAT
E. A. Tamm

OK
H
HHC:LR

THE DIRECTOR

EXECUTIVES' CONFERENCE

VISITING LECTURER - FBI NA

FEBRUARY 28, 1946

The Executives' Conference on February 27, 1946, those present being Messrs. Tolson, Tracy, Hendon, Harbo, Nichols, Ladd, Mumford, Glavin, Rosen and Clegg, considered the suggestion of Special Agent in Charge Acers that Mr. H. M. Harris, Editor in Chief of the San Antonio Express, be invited to address a future session of the FBI National Academy on the subject "Relationship Between Law Enforcement and the Press."

It was noted that the biographical sketch of Mr. Harris was very favorable. He is said to be possessed of a splendid personality and is a real scholar and is interested in the Bureau as is manifested by his claim that his two papers in San Antonio hold the record of publishing more editorials favorable to the Bureau than any other paper in the country.

The Conference unanimously recommended that Mr. Harris be invited to address the session of the Academy which will begin in April 1946.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC:ER

cc: Mr. Clegg
Mr. Hendon

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DATE 8/2/82 BY SPIC/BA

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&
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166-2554-4823
F B I
39 MAR 7 1946

EX-11

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

70 MAR 8 1946

THE DIRECTOR

~~CONFIDENTIAL~~

February 23, 1946

EXECUTIVES' CONFERENCE

66-3160

b2
b7E

In line with the growing tendency throughout the country, [redacted] has expressed to SAC [redacted] its reluctance to continue to assist the Bureau in [redacted] now that the war is over and in its opinion the danger of espionage and sabotage is diminished. As a consequence, [redacted] feels that [redacted] must be discontinued. He has talked with one of the [redacted] and the latter has agreed that if [redacted] and the necessary [redacted]

b2
b7E

[redacted] therefore, requested per- mission to [redacted] and suggested that the name [redacted] This suggestion was declined by letter dated February 4, 1946. [redacted] has now called back asking for reconsideration. (X)

The Executives' Conference, with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Clegg, Hendon, Rosen, Ladd, and Mumford in attendance, considered the problem and the members are unanimous in the opinion that all other factors being secure, [redacted]

[redacted] It is felt this name complies with [redacted] desires and still is so general it cannot be assumed to [redacted] Also, of course, the use of [redacted]

b2
b7E

If you concur with the above, [redacted] will be appropriately advised. (X)

Respectfully,
For the Conference

b2
b7E

RECORDED & INDEXED
CONFIDENTIAL
Edward A. Tamm

66-2554-4524

39 MAR 7 1946

Classified by [redacted]
Declassify on: OADR

EX-11

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WHERE SHOWN OTHERWISE.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

EDW

MAR 7 1946

~~CONFIDENTIAL~~

THE DIRECTOR

3/1/46

THE EXECUTIVES' CONFERENCE

WESTCHESTER POLICE TRAINING SCHOOL

DEPARTMENT

The Executives' Conference on February 25, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Rosen and Clegg, considered the inquiry of the New York Office concerning a proposed school for the Westchester County Police and law enforcement officials. In connection with a program of training being devised the officials pointed out that a part of Westchester County had been chosen as the location of the headquarters of the United Nations' Organization. Local officials inquired if the Bureau would furnish an instructor to handle the subject "Diplomatic Immunity."

The Executives' Conference unanimously opposed instructions being given on this subject at this time since the type of police protection to be afforded the prospective United Nations' Headquarters has not yet been determined. The application of so called "Diplomatic Immunity" has not yet been determined insofar as it would apply to resident citizens or foreigners in this area and any instructions on the subject at this time would be premature and perhaps inconsistent with the facts which may prevail.

If this is approved there is attached hereto a letter to the New York Office accordingly.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

166-2554-4525
F B I
39 MAR 7 1946

EX - 11

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Miss Gandy

#333013
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AR 11 1946

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Declassify on: OADR

February 21, 1946

THE DIRECTOR

JAMES C. HENRICH

SUGGESTION #33

~~THE BUREAU'S POLICY ON MICROPHONE
INSTALLATIONS IN FIELD OFFICES~~

Executive Conference

Members present: H. E. Clegg D. E. Conroy
R. C. Hendon R. C. Hendon

- I. RECOMMENDATION That microphone installations presently installed in the offices of all Special Agents in Charge of field offices (except New York City where there is no such installation) be removed.

REASONING:

1. No evidence known where they have been used over a period of many years.
2. Unlikelihood of any requirement for conducting interviews in this particular executive office.
3. Installation in this executive office could subject the Bureau to criticism because of the prominence of persons calling on the Special Agent in Charge in any instance.
4. Costing in the cost, maintenance, and repair of such equipment.

RECOMMENDATION
None

RECOMMENDATION Further, that all microphone installations be removed from the offices of the Special Agents in Charge of field offices and that all wiring for such microphone installations be likewise removed. Also, it is recommended that no such wiring be installed in the offices of this in the future when locations of offices are changed or new office space is acquired.

- II. RECOMMENDATION That microphone installations be removed from detention cells in field offices.

REASONING:

1. The possibility of criticism for such installations.
2. Cost and maintenance of equipment.

RECOMMENDATION

1. That installation have been of definite value and service in handling cases, e.g., the El Roca Case; Delaney Case, the Schmidt and the Constantine Delange Case, and in connection with other espionage, kidnapping and high-jacking cases.
 2. In some instances where it might be desirable to place the prisoners in one cell to examine their conversations.
- It is recommended that a frequent check by Inspectors in Charge and Special Agents in Charge in major cases when the preliminary interviews are conducted in these cells prior to the arrival of an Inspector in Charge of a major case, and to continue to examine the playback of the original interview transcripts to and to check transcript of the conversations.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

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WHERE SHOWN OTHERWISE.

~~CONFIDENTIAL~~

4. By previous installation of this nature, there is a serious possibility that in the face of possible criticism, it is believed that the use of a microphone in the detention room can be easily justified in important cases.
5. This permits a large number of agents in various parts of the office to maintain the interview and to the end leads to clutter, as the agents suggest themselves during the course of the interview, thus offering opportunities for building particularly in debating ability and in establishing identity of the person interviewed.

OK
10/1
~~RECOMMENDATION~~ Suggesting that there be a minimum requirement for the installation of a microphone in each detention cell of each field office. Any installation in detention cells beyond this minimum will have to be first recommended by the District Agent in Charge and approved specifically by the Bureau.

III ~~RECOMMENDATION~~ That microphone installations be removed from conference rooms.

~~REASONING~~

Same as before suggestion (2 above).

~~RECOMMENDATION~~

Same as before suggestion (2 above).

OK
H
~~RECOMMENDATION~~ Suggesting that a minimum of one microphone installation in each conference room be required in each field office and that any additional installations of this type in any specific office must be first recommended by the District Agent in Charge and specifically approved by the Bureau. In the most restricted office space where it is necessary for agents to occupy this conference room as a routine matter, the installation should continue as recommended, with the understanding that the installation is for the specific purpose of conducting special interviews in major cases involving serious crime and internal security matters, during which period the agents could discuss the room for regular use.

IV. ~~RECOMMENDATION~~ That microphone installations not be permitted in the offices occupied by Assistant Agents in Charge or field supervisors.

~~REASONING~~

1. Minimize the criticism against executive offices being used for microphones.
2. To particularly need agents for microphone installations in such cases inasmuch as the other microphone installations authorized should prove sufficient.
3. Cost of equipment and maintenance.

~~RECOMMENDATION~~

1. In any of the field offices of the Bureau the Assistant District Agent in Charge occupying the room that had formerly been designated as a conference room before the Bureau's conversion.
2. In any instance the offices of the Assistant District Agent in Charge should be for more convenient place for the interviews with important witnesses and informants than other type offices in office.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

RECOMMENDATIONS (continued):

3. Finally, the preference of persons interviewed in the office of the Assistant Special Agent in Charge is not as great as those interviewed by the Agent in Charge.
4. From the standpoint of vulnerability, it is felt that the removal of the microphone from the office of the Special Agent in Charge will suffice.

Mr. Tolson, Mr. Boardman, Mr. Clegg, Mr. Glavin, Mr. Ladd and Mr. Nichols recommended that there be no installations of microphones in the offices of Assistant Special Agents in Charge but that when a conference room is equipped with a microphone and due to limited office space it becomes necessary for the Assistant SAC to make use of this conference room for the performance of his duties, he should be permitted to carry with him to the first advantage of the office. It is further believed that if the number of conference rooms is limited in any, one of which is occupied by the Assistant SAC and the other by a field supervisor, the installation should be in the conference room which is being occupied by the field supervisor and any additional installations in conference rooms, beyond the one recommended, would have to be specifically recommended by the SAC and approved by the Bureau.

Mr. Clegg recommends that, when appropriate within the judgment of the Special Agent in Charge, particularly with a view to space limitations in any field office and the convenience of operation, the microphone normally placed in the conference room should be allowed in the office of the supervisor or Assistant Special Agent in Charge.

REMARKS

EXECUTIVES' CONFERENCE FEBRUARY 26, 1946

The Executives' Conference on February 26, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Egan, Mumford, Nichols, Ladd and Clegg, unanimously agreed with each of the four above-mentioned recommendations as follows:

- (1) That microphone installations presently in the offices of Special Agents in Charge be removed.
- (2) That each field office will be permitted to have one microphone installation in one detention cell and in the event any additional installations of this type are desired in detention cells, specific recommendation must be made by the SAC and the Bureau's approval obtained.
- (3) That each field office shall have one microphone installation in one conference room and in the event any additional installations of this type are desired in any particular office, the SAC must specifically recommend and the Bureau approve any such additional installations in conference rooms.
- (4) That where space limitations in an office prevent the office from having a conference room used exclusively for such purpose, one microphone installation should be installed in a room which could be used for conference purposes even though such room may be occupied for routine

All approved N.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

[purposes, except during interviews when the microphone is needed, by a group of Special Agents, by a field supervisor or by the Assistant SAC.] ~~(C)~~

There is attached hereto a letter to all Special Agents in Charge if approved.

Respectfully,
For the Conference

✓
Clyde Tolson

EOA
Special Agent

~~CONFIDENTIAL~~

THC:ER

*I want to make
certain above are rigidly
adhered to & see that inspectors
check.*

H.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

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NOT USED

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The Director

March 1, 1946

The Executives' Conference

The Executives' Conference considered the recommendations made by J. A. Carlson following a survey of the activities and results of such activities of four Agent Supervisors assigned especially and temporarily to aid in the supervision of selective service fugitive cases. The first assignment was approved as an experiment for one and a half months. This was approved October 8, and subsequent surveys indicated that it had been impossible for these four Supervisors to devote full time to this special project due to the necessity for expediting transmittal of letters of commendation to special contacts and friends of the Bureau. By January 2, 1946, a survey disclosed that one supervisor had devoted approximately two months to the special fugitive project, another one month, and another eight days. A later survey on February 18 was made to study the accomplishments of these four men on special assignments.

CONCLUSIONS OF SURVEY

1. Statistical accomplishments of selective service fugitive supervisors as of February 12, 1946:

Total number of files reviewed -- 192

Total number of letters written to the field as a result of these file reviews -- 157

Total number of letters written to the field more than 30 days previously -- 89

Number of fugitives apprehended in cases in which letters have been written to the field -- 8

Number of cases in which affirmative action leading to the closing of the case has been taken -- 11

2. Effectiveness of file reviews

The effectiveness of these file reviews cannot be measured entirely by the statistical accomplishments. It is to be appreciated that the fugitive files reviews have been old cases which have been pending for a period of two years or more. The psychological effect that the letters written to the field have on the handling of selective service cases cannot be measured by statistics. A five page Bureau Bulletin (not yet approved or sent to the field) has been prepared setting forth suggestions to Agents in the investigations of these types of cases. The contents of this Bulletin were acquired as a result of the file reviews.

3. Status of pending selective service cases

February 1, 1946 -- 12,628 pending cases

February 10, 1946 -- 4,447 fugitives

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC/elw

56 MAR 12 1946

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39 MAR 7 1946

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MEMORANDUM FOR THE DIRECTOR

Subjects apprehended or located:

January, 1946 -- 396
December, 1945 -- 332
November, 1945 -- 469
October, 1945 -- 609
September, 1945 -- 750
August, 1945 -- 811

The above figures indicate that fewer subjects were apprehended or located during the months of December, 1945, and January, 1946, than during any month of the last six months period.

4. Future of selective service

Mr. Callan, in charge of the Selective Service Section, advised that unless the Selective Training and Service Act was reenacted or similar legislation was passed, by June 1, 1946, there would probably be little or no prosecution of subjects in selective service cases. This means, in effect, that the Bureau has approximately three months to dispose of the pending selective service cases.

Mr. Carlson noted that the work of these Supervisors had been but a "drop in the bucket" as compared to the over-all problem of handling the large volume of selective service cases, and he recommended that the services of these Supervisors assigned temporarily for this purpose at the Seat of Government be discontinued.

The Executives' Conference, Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Ladd, Mumford, Rosen, and Glegg being present, considered this matter, and Messrs. Glavin, Nichols, Ladd, Mumford, and Rosen recommended that the assignment of these Supervisors be continued as at present for an additional period in order to aid in trying to clean up the backlog of pending selective service cases.

Messrs. Tolson, Tracy, Harbo, Hendon, and Glegg agreed with the recommendation of Mr. Carlson that the services of these four supervisors should be discontinued, first because the actual results as shown by the tabulation made have not justified their use, and these four men in the field might be able to accomplish even more results if they were investigating cases, and also because during the past week a teletype has been sent to the field offices seeking to put pressure on the handling of selective service cases and transferring a primary responsibility for the handling of such cases to the field.

I approve because I want as many cases disposed of by June 1 & I believe these 4 men will contribute more in field than they will here
H

MEMORANDUM FOR THE DIRECTOR

The other recommendations made by Mr. Carlson in the same memorandum have been previously considered and recommendations made resulting in the teletype being dispatched to all field offices as above indicated.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

ADDENDUM: 3/5/46

Mr. Rosen and Mr. Ladd are of the opinion that this program should be continued in order that upon the completion of the Selective Service program when the law expires May 15, 1946, the Bureau will be in a position of having a minimum number of cases to report as still in a pending status and they believe that this can best be accomplished through the continued use of these four supervisors between now and May 15.

DMT

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

TO: MR. A. ROSTEN

DATE: February 27, 1946

FROM: E. L. BOYLE

SUBJECT: MANUAL OF INSTRUCTIONS CHANGES
IMPERSONATION

The Supreme Court decision in the case entitled U. S. vs Philip Lepowitch, et al, 318 U. S. 702 expands to some extent the "intent to defraud" and "thing of value" portions of the Impersonation Statute.

It will be recalled that this case involved one Philip Lepowitch, an employee of the Mitchell Clothing Company, St. Louis, Missouri, who telephoned one Mrs. Adell Silk and sought information from her concerning the whereabouts of Abe Zaidman, a debtor of the Mitchell Clothing Company. Lepowitch falsely told Mrs. Silk that he was a Special Agent of the FBI in order to obtain information which Mrs. Silk would not furnish him on previous occasions when no false statements were made. Both Lepowitch and his superior, Marvin Spector, were indicted for impersonation. The U. S. Supreme Court reversed the action of the District Court in this case in dismissing the indictment, stating that the acquisition of information by impersonation is a violation even though the information is wholly valueless to its giver, and again the words "intent to defraud" do not require more than that the defendants have by artifice and deceit sought to cause the deceived person to follow some course he would not have pursued but for the deceitful conduct.

RECOMMENDATION

That the attached changes in the Manual of Instructions be approved and forwarded to the Training and Inspection Division so that they may be incorporated in the Manual.

Attachment

ADDENDUM

The Executive Conference on February 28, 1946, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Mumford, Clegg, Ladd and Rosen, approved the attached Manual changes.

ELB:MG

EX-11

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INDEXED

39 MAR 7 1946

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70 MAR 7 1946

MR. R. T. HARBO

February 11, 1946

I. W. CONRAD

AM WALKIE-TALKIE UNITS

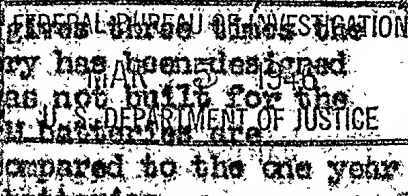
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DATE 8/31/92 BY *[signature]*

In connection with the AM walkie-talkie units, technically known as SCR194, the following points are submitted for your consideration:

1. The Bureau has used thirty Army Signal Corps AM walkie-talkies for the past eight years. They are approximately a ten-year-old model.
2. We now have 330 FM walkie-talkies which make the AM walkie-talkies obsolete from the standpoint of superior performance.
3. The supply of AM walkie-talkie batteries at the Bureau, 100, is dated July 31, 1943, which would normally require that new batteries be purchased, not only due to the low supply on hand but also due to the age of these batteries on hand.
4. The new FM walkie-talkie requires a different special battery from the old AM walkie-talkie. We are now required to stock both types of special batteries.
5. Training and instruction must be carried on concerning two different types of walkie-talkies, one of which makes the other type obsolete, as pointed out above. The use of two different kinds of walkie-talkies has a tendency to confuse Agents who are not completely familiar with both types.
6. The new type of FM walkie-talkie is well received by Agents during In-Service Training and various Field Offices have reported its very satisfactory use in connection with investigative matters even though the units have been in the field a relatively short time.
7. The fact that we have 330 new FM units and 30 of the old AM units will reduce the use of the old AM walkie-talkies not only from the standpoint of obsolescence, but also from the preponderance in number of the new FM units which are being assigned to each Field Division.
8. The new type of FM dry battery which gives three times the operating life of the old type of battery has been designed for the new FM walkie-talkie unit but was not built for the old AM walkie-talkie unit. These new FM batteries are supposed to have very long shelf life compared to the one year of shelf life claimed for the standard batteries.

EX - 2

RECORDED



Expenditure Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RHS:JSH
EO-666

ORIGINAL FILED IN 80-666-198

Memorandum for Mr. H. T. Harbo

February 11, 1946

Re: AM Talkie-Talkie Units

9. A letter from Newark requesting Bureau instructions regarding their obsolete AM walkie-talkie batteries is attached.

In view of the above points, the efficient, best and most economical procedure is to declare the old AM walkie-talkies as surplus property and dispose of all the batteries for them. If you should not concur in the recommendation below, it will be necessary to secure new batteries for the old AM walkie-talkie units as soon as possible.

RECOMMENDATION:

There is attached a proposed letter to all Special Agents in Charge, a Bureau Bulletin to all Special Agents, and a reply to the Newark Field Office in response to their letter. Should these be approved, appropriate revisions in the Technical Manual will be made.

Attachments

APPROVED BY EXEC CONF 2/14/46 - Present: Messrs. Tolson, Glavin, Tracy,
Nichols, McCabe, Ladd, & Mumford.

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DATE 8/31/92 BY SP-6/bee March 5, 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

HIGH-POWER MOBILE RADIO EQUIPMENT

On March 5, 1946, the Conference, consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Ladd, Humphord, Rosen, and Harbo, considered the question of high-power mobile radio equipment. The two radio trucks which we now have were originally obtained in 1937 and the equipment is rapidly approaching obsolescence. It is estimated that it would cost approximately \$4,000 each to have the two present units overhauled and placed in first-class condition.

The question as to whether the Bureau needs high-power mobile radio equipment was submitted to Messrs. Brantley, Connelley, Conroy, Gurnea, H. K. Johnson, McSwain, and Stein. In addition to being specifically asked concerning the need of equipment comparable to the two radio trucks, they were requested to express an opinion as to the desirability of a "sedan delivery" automobile, mounted on a standard pleasure car chassis, equipped with a 2-way FM 50-watt radio such as is presently being installed in a large number of the regular Bureau automobiles.

Only Conroy felt there was a need for high-power mobile radio equipment of the type presently in the radio trucks. The other six to whom the question was referred felt that such equipment was not needed; that the 50-watt 2-way radio unit is adequate for Bureau purposes. Five of the men favored the purchase of a small number of "sedan delivery" automobiles equipped as suggested above. Stein and Connelley were opposed to the purchase of such equipment, Stein pointing out that before very long they might readily be identified as Bureau equipment, since they would be maintained in the contract garage. Six of the men recommended favorably as to the desirability of equipping such a "sedan delivery" automobile with an X-ray mirror in the rear door, pointing out that it should be removable so that a plain glass panel could be used whenever the X-ray mirror was not specifically desired. Stein voted against the use of the X-ray mirror because of the publicity recently given it in a motion picture, and because it might soon be recognized because other comparable automobiles would not.

EX-11 RECORDED & INDEXED

A review of the various cases in which the present radio trucks have been used reflects that of 22 instances called to the Bureau's attention since purchase of the equipment in 1937, two instances could now be handled by the present 50-watt portable FM station equipment furnished to the field, 17 could have been handled by the automobile model known as "sedan delivery", equipped with standard 50-watt 2-way radio units, and only 3 instances required the higher power and special body construction of the present radio trucks. Two of these latter instances involved a crime scene search and a raid, respectively.

The "sedan delivery" automobile model is a standard model comparable to that used for delivery purposes by florists and would not require special construction. It is proposed that the 2-way FM radio unit to be installed therein would have carbonic controls so that the radio could be operated either by the driver of the automobile as at present, or by an individual inside the body of the truck.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

7 1945

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The Conference unanimously recommends the following:

- 1 - That no further action be taken relative to securing high-power mobile radio equipment and that the two present radio trucks be declared surplus immediately and withdrawn from service. Some of the radio parts will be salvaged but the remainder of the equipment would be turned over as surplus.
- 2 - That one "sedan delivery" automobile be purchased and equipped with 50-watt 2-way FM radio. After this has been tried experimentally in the New York Office, consideration can be given to the question of whether additional units should be acquired.
- 3 - That dual controls for the radio equipment be installed so that it may be operated either by the driver or by a person within the body of the truck.
- 4 - That the window in the rear door of the truck be demountable so that an X-ray mirror could be substituted for it when desirable in specific instances.
- 5 - That an experienced field Agent who has had specialized sound training be used to confer with the laboratory radio engineers concerning drawing of final specifications and the review of the final product.

Respectfully,
For the Conference

Clyde Tolson

H. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RTH:AF

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

March 5, 1946

THE EXECUTIVE CONFERENCE

~~WEST COAST BRANCH OF FBI LABORATORY~~

On March 1, the Conference considered the possibility of establishing a branch of the FBI Laboratory somewhere on the West Coast. This was brought up again as a result of a letter from SAC Hood, suggesting such a laboratory in Los Angeles.

The main arguments in favor of establishing such a branch laboratory were set forth as follows:

1. Experts would be more readily available to West Coast Bureau offices for major cases and other special assignments, including police training.
2. It would tend to curtail activities of private and police laboratories.
3. We would receive a larger number of submissions from West Coast agencies and would improve our relations with police in that area.
4. Crimes of robbery, burglary and auto theft are higher in proportion to population along the West Coast than in other sections of the United States.
5. Assuming that the West Coast laboratory would serve the 17 most western States, we would effect an annual saving of \$3,150 in travel expense.
6. Hood points out that space can be provided for the laboratory in the presently occupied Los Angeles office space; that if the space is released it is unlikely that any adequate space would be available for several years.
7. With reference to the need to reduce the number of employees at the Dept of Government, it was pointed out that FBI laboratory employees assigned to the West Coast could be transferred to field offices.

The major disadvantages are set forth as follows:

1. Evidence files, such as the Fraudulent Check File, the Anonymous Letter File, the National Unidentified Assassination File, and others could not be satisfactorily duplicated or would be too expensive and cumbersome to handle on a duplicate basis. The same is true of reference files such as the Watermark File which contains over 34,000 specimens. These files are used constantly in making examinations in current cases.

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1946

2. It is estimated that 21% of the cases arising in the Western States could not be handled by a branch laboratory due to lack of evidence or reference files and the fact that certain specialized examinations do not arise frequently enough to justify full-time staffs in two laboratories.
3. Decentralization of the Laboratory would weaken our reserve strength. It not infrequently happens that we have only one examiner in Washington at a specified time qualified to conduct a certain type of examination. This results most frequently from examiners' being out of the city to testify in other cases. We frequently have law enforcement officers personally bringing evidence to the Laboratory in major cases with a request for an expeditious examination. If we divide our personnel between two laboratories, situations would undoubtedly arise wherein the handling of an expedite examination would be delayed several days pending the return of the examiner from a trial.
4. If we were to set up a branch laboratory in California we would have no satisfactory reason for declining requests for similar branch laboratories in other States such as Texas or Florida.
5. The time required in transmitting evidence from the West Coast to Washington is not of vital importance, especially in view of faster air line schedules and prospects for improved air service in the future. At present 23% of our cases are received from the 17 Western States whereas those States have only 20% of the population of the country.
6. The initial cost involved in establishing a branch laboratory would be \$15,750 for duplicate equipment and \$3,000 for installation--a total of \$18,750. The rental of 3,000 square feet at the present rate would amount to \$6,000 annually.
7. If we were to establish a skeleton laboratory on the West Coast we would be doing substantially the sort of thing which we criticized police laboratories for doing; namely, attempting to cover all technical fields with too few specialists.

In considering the problem, the estimated staff needed for such a laboratory would be 35, composed of one supervisor, 15 document technicians, 3 chemists, 2 microscopists, 2 firearms examiners, 3 laboratory aides, and 9 clerical employees.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

Messrs. Tolson, Glavin, Hendon, Ladd, Mumford, Rosen and Harbo were opposed to the establishment of a branch laboratory. Messrs. Tracy, Nichols, and Clegg voted in favor of establishing a West Coast branch of the laboratory. It was Mr. Clegg's view that California law enforcement officers are progressive and ambitious, as is the present Attorney General of the State, and that if we do not establish such a Laboratory the State Bureau probably will.

Attached hereto is a detailed listing of advantages and disadvantages together with statistics pertinent to the proposal.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

Attachments

RTH:AF

*I would like to do this
but I think the disadvantages
outweigh the advantages -
In view of increased speed in air
travel I think there is no pressing
need for a branch laboratory
H.*

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ADVANTAGES

The following items have been set forth as arguments in favor of a Western branch of the FBI Laboratory:

1. It would make technical experts more readily available to Bureau field offices for major cases and other special assignments, including police training schools and police conferences. Additional examinations would probably be received from Federal agencies in the 17 Western States as well as from local police agencies. In a few instances, the size or nature of the evidence is such that it cannot be transported across the country.
2. It would be a cooperative gesture to the police of that area, resulting in improved police relations. The police in California are progressive and ambitious. This is also true of the present Attorney General. If we do not provide a branch laboratory, it is possible that the State Bureau will expand its activities along these lines.
3. It would curtail activities of private, commercial, and police laboratories, which are laboratories in name only but which receive work from police agencies because of their location. We would surpass to a greater degree in facilities presently available to officers through the California State Department of Justice.
4. The location of the branch laboratory in the Western part of the country would unquestionably increase the number of submissions and we would do more technical work for police. It would defeat the contention that the FBI Laboratory is too far away from Western police agencies.
5. In the 1945 calendar year, we spent \$16,840 on travel of employees principally for court testimony and it is estimated that approximately \$9,150 of this would have been saved if we had a Western laboratory. Of 185 travel commitments on the part of Laboratory personnel, 30 were into the 17 Western States.
6. Robbery, burglary and auto theft cases occur more frequently on the West Coast in proportion to population than in other parts of the country.
7. It would result in good publicity for the Bureau as there are many crimes of a sensational nature in California, and the fact that evidence would be brought to the local FBI Laboratory would bring favorable comment.
8. Excellent research facilities exist in the Los Angeles area at such places as the California Institute of Technology, the University of Southern California, and the University of California at Berkeley. There is a definite possibility of our being able to employ technicians who have attended Western universities who are not interested in employment away from the West Coast.
9. SAC Hood advises that space can presently be made available in the present office of the Los Angeles office; that if we surrender this space, now it is unlikely that we will be able to obtain adequate space in that area for several years.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

It was pointed out that in connection with the reduction of personnel at the West Coast Government, it would be possible to transfer to the field rolls the Laboratory who would be transferred to the West Coast under this plan.

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ENCLOSURE 66-2554-4532

DISADVANTAGES

The following disadvantages have been set forth in connection with the proposal to establish a West Coast branch of the FBI Laboratory:

1. The time required to transmit evidence from the West Coast to Washington, D. C., is not, in reality, a major factor since airplane schedules are being considerably speeded up and prospects are bright for further improvements in air service in the near future.
2. Evidence files such as the National Unidentified Ammunition File, the Fraudulent Check File, the Anonymous Letter File, the Impersonators' Handwriting File, and others could not be satisfactorily duplicated, or it would be too expensive and cumbersome to set up and currently maintain duplicate files. These files are constantly used in making examinations in current cases.
3. Reference files such as the Fingerprint File which contains over 34,000 specimens would be difficult to duplicate. Fingerprint, hair, and ammunition files are some of the additional reference files which are used constantly in making examinations in current cases.
4. Some examinations could not be handled by a Western branch laboratory but could be handled only in Washington, either because of a National evidence or reference file's being involved or because the volume of work in some specialized field, such as physical metallurgy, would not justify a full-time staff in both laboratories. It is estimated that 21% of the Western State cases would fall into this category.
5. At the present time, it not infrequently happens that we have only one examiner equipped to handle a certain type of case in Washington, because other similarly qualified examiners are out of the city attending court, or for some other reason such as sickness. We daily receive evidence from local agencies requesting expeditious examination because of the major importance of the case. Obviously we can comply with these requests only because we have examiners available to make the examination immediately. If we divided our present force between this Laboratory and the proposed West Coast Laboratory, there would undoubtedly arise situations wherein there would be a delay of several days in complying with such requests for expedite examinations, for the reason that the number of examiners in either place would be limited and a qualified examiner would be unavailable for some one of the reasons mentioned. This would result in a deterioration of the service which we could render.
6. In the event of further reduction in appropriations and resulting reduction in Laboratory personnel, it would probably be necessary to consolidate the branch laboratory with the existing FBI Laboratory. It would be undesirable to be in the position of closing down a laboratory once it had been established.

Mr. Tolson
Mr. E.A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Not up a branch laboratory in California, we could reasonably expect requests for branch laboratories in other sections of the country, such as Texas or Michigan. It does not appear that we would have a satisfactory reason for declining to do so. It is not, at the same time, equally applicable to the proposal for a West Coast

DISADVANTAGES (Cont'd.)

8. The initial cost of setting up a branch laboratory would be \$18,750, of which \$15,750 would be for duplicate equipment and \$3,000 for installation charges. Thereafter, there would be an annual cost of \$6,000 in rental for 3,000 square feet, which it is estimated would be necessary for the proposed West Coast laboratory.

9. Based on the 1940 census, 20.5 of the population was found in the 17 Western states, which would be covered by a branch laboratory. At present we receive 23.1 of our police cases from those states, or, in other words, we already receive a proportion of our cases from those Western states which is greater than the proportion of the population represented by the area.

10. Law Enforcement agencies in California contribute far more cases to the FBI Laboratory than those of any other state and this volume is increasing.

11. To establish a skeleton laboratory on the West Coast would be a serious mistake, since we are openly critical of police laboratories' attempting to do that very thing and cover all technical fields with too few specialists.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

STATISTICS - PROPOSED WEST COAST BRANCH LABORATORY

COST

Annual in excess of present cost	\$ 2,850
Rental 3,000 sq. ft. space	\$ 6,000
Less: Saving thru travel reduction	3,150
	\$ 2,850
Initial equipment & installation cost	\$18,750
Equipment	\$18,950
Installation cost	2,000
	\$21,950
Less: Transferable from Washington	3,200
	\$18,750
Total cost for first year	\$21,600

PERSONNEL - Estimated Staff

Supervisor	1
Document Examiners	15
CAF-12	3
CAF-11	3
CAF-9	1
CAF-7	5
CAF-5	3
Chemists	3
P-5	2
P-3	1
Firearm Examiners	2
P-4	
Microscopists	2
P-4	
Laboratory Aides	3
SP-5	2
SP-3	1
Clerical Employees	9
Secretary	1
Recorder-Typ. & Steno	8
Total	35

Mr. Tolson
Mr. E.A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 8/31/92 BY SP-5/SP-6

ENCLOSURE

66-2554-4532

STATISTICS - PROPOSED WEST COAST BRANCH LABORATORY (Cont'd.)

VOLUME OF CASES, 1945 CALENDAR YEAR ----- DOCUMENT SECTION, PHYS. & CHEM. SECTION.

<u>Type of Exam.</u>	<u>Total in U. S.</u>	<u>Total in 17 Western States</u>	<u>% of Total in U.S.</u>	<u>Total in Remaining 31 States</u>	<u>% of Total in U. S.</u>
Document	18,033	3,786	20.9	14,297	79.1
Chemistry	824	223	27.7	596	72.3
Microscopy	643	177	27.5	466	72.5
Spectroscopy	395	99	25.1	296	74.9
Fingerprints	871	272	31.2	599	68.8
Total	20,816	4,562		16,254	

NOTE: Population of 17 Western States in 1940 was 23.5% of total U. S. population.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

THE DIRECTOR

3/5/46

THE EXECUTIVE CONFERENCE

At the present time Laboratory reports going out in all Bureau cases are routed by the Laboratory to the Investigative Supervisor handling that particular classification of case. This delays to some degree the final transmittal of the Laboratory report to the field.

There is no need for the Investigative Supervisor to see the report except for his general information and to keep current on certain of the investigations.

The Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Ladd, Mumford, Nichols and Rosen unanimously recommends that the Laboratory reports no longer be routed through the Investigative Supervisors but that instead a white tickler copy of each report bearing on a Bureau case be designated for the Supervisor concerned. This system will expedite the transmittal of the reports and at the same time permit the Supervisors to adequately follow the cases.

If approved, it is suggested that the attached memorandum to Mr. Harbo go forward.

Respectfully,
For the Conference

Clyde Tolson

CC - Mr. Clegg

EX-11

RECORDED
INDEXED

30 MAR 7 1946

(13)

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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MAR 11 1946

THE DIRECTOR

MARCH 1, 1946

EXECUTIVES' CONFERENCE

Joseph P. Varnick, Gunsmith at the FBI Academy at Quantico, spends a considerable amount of time repairing Bureau firearms and checking on the pistols of In-Service Agents as they arrive at Quantico. He has been provided a reasonable amount of equipment and has a very interesting and attractive workshop in the basement of the Academy building at Quantico. He would like to have more space but the opportunities for additional space are in an adjacent room which is used by the In-Service Agents for assembling firearms, study of the mechanics of various firearms and cleaning, oiling and caring for firearms. It is not believed that the amount of space allocated to the Gunsmith is so small as to involve any serious handicap, and Mr. Egan did not believe that the recommendation should be approved.

The Executives' Conference on February 26, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Rosen, Mumford, Nichols, Ladd and Clegg agreed that it would be undesirable to expand the amount of space available for the Gunsmith since he was now able to perform all required duties in the space allocated to him.

If this is approved, there is attached hereto a letter to Mr. Varnick accordingly.

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Clegg
Mr. Hendon

HHC:ER

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

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39 MAR 7 1946

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11 1946

THE DIRECTOR

February 23, 1946

THE EXECUTIVE CONFERENCE

ALL INFORMATION CONTAINED
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DATE 8/31/92 BY SP5CJ/bce

The Executive Conference of February 26, 1946, consisting of Messrs. Tolson, Tracy, Hendon, Clegg, Nichols, Ladd, Mumford, Rosen, Harbo, and Glavin considered a suggestion of the Personnel Conference advanced by Mr. Lanes of the Records and Communications Division to the effect that the Bureau make available space and facilities in the Department of Justice Building for members of the Camera Club; that there are approximately 50 members in the Justice Building and they are interested in securing space in the Photographic Laboratory to be used after hours in the developing and printing of photographs.

The Conference was advised by Mr. Tracy that the members of the Camera Club at the Armory have the armory dark room available for practice purposes after the regular office hours.

Messrs. Tolson, Tracy, Hendon, Nichols, Clegg, Ladd, Mumford, and Rosen recommended that such space be made available in one of the laboratories on the 7th floor for use by members of the Camera Club assigned to this building; that this space be made available for after hours, but that for the present time not over week-ends inasmuch as special arrangements would necessarily have to be made to accommodate those employees by having certain employees assigned to the Photo Lab on duty.

Messrs. Glavin and Harbo were opposed to making this space available, it being pointed out that we would have clerical employees from all sections of the Bureau wandering around on the 7th floor after hours, and even though an employee would be on duty in the Laboratory after hours it would not be possible for him to definitely assure himself that certain of the employees were not wandering around in space not of interest to them. Glavin pointed out it would be necessary to turn over one of the dark rooms where we have Bureau supplies on hand; at times there would be development of regular work in process; that there is at least one photographer on duty until at least midnight daily, however it is felt with a group of outsiders in the Lab it would somewhat disturb the regularly assigned employees with of productive time.

RECORDED & INDEXED

39 MAR 8 1946

Should the Director approve the majority recommendation concerning this matter, immediate steps will be taken to make available space for members of the Camera Club in the Justice Building.

Respectfully Submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 MAR 12 1946
cc Mr. Hendon
Mr. Clegg

THE DIRECTOR

2/28/46

THE JOINT COMMITTEE

SUGGESTION 9-K

EMPLOYEE: F. T. MCINTYRE
SUPERVISOR, TRAINING AND INSPECTION DIVISION

MEMBERS PRESENT: Messrs. H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That all reports and registers concerning the use of automobiles be reduced to an absolute minimum.

From the discussion of present requirements it was disclosed that there is a requirement at present that in all resident agencies where there is assigned one or more automobiles a regular sign-in and sign-out register is required. The Joint Committee was of the opinion that this should not apply when automobiles are assigned specifically to individual Agents by the field office and they are exclusively using the car which has been assigned to them. They felt that this rule should apply only in those instances where an automobile was used at a resident agency by more than one Agent; therefore, the specific recommendation is as follows:

RECOMMENDATION: 1. That Bureau Bulletin #8, Series 1946, Section C, be amended to read as follows:

Automobile chargeout form #73 should be utilized in resident agencies where one or more automobiles are assigned and used by more than one Agent and these cards should be maintained in the same manner as they are maintained in the field office headquarters city. This is not intended to require the use of a register where an automobile is charged out to a Resident Agent on the field office register for his exclusive use.

RECORDED & INDEXED
2. It has come to the Committee's attention that certain offices not only maintain a car register at the field office but also one at the contract garage on which similar information is shown. This is not required by any regulation and it is recommended that an SAC letter go to the field advising that this duplicate register at the garage is not required but that it is considered a garage function rather than a Bureau function to account for the cars coming in and going out.

ALL INFORMATION CONTAINED

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DATE 8/31/92 BY SP5A/bce

RCH:PJ

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES' CONFERENCE CONSIDERATION:

Nichols, Clegg, Ladd, Mumford and Rosen unanimously recommend approval.

The Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Clegg, Ladd, Mumford and Rosen unanimously recommends approval.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

MARCH 6, 1946

LC
EXECUTIVES' CONFERENCE

The Executives' Conference on February 28, 1946, those present being Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, considered the recommendations following a conference between Mr. Donaldson and Messrs. Harbo and Conrad of the Laboratory concerning the present course of instruction in technical equipment given to In-Service Agents. The present time allocated is four hours and the individual Agents were assigned problems which cause them to practice using the technical equipment such as is in each field office.

It was believed that a change in the program would be most desirable whereby the class would be divided into two groups and each group would work as a unit rather than individuals and each group would be required to work out two problems, each requiring two hours and all the equipment would be discussed, as well as uses to which it might be put on actual cases. It was believed that this would be a proper supplementary course to the instructions recently issued to the field for individual practice with the equipment under supervision in field offices. The same amount of time would be involved in the new course as in the former course and the Executives' Conference unanimously recommended this change.

Respectfully,
For the Conference

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DATE 8/31/92 BY SP5 CJP/bce

✓
Clyde Tolson

EAT
E. A. Tamm

OK
cc: Mr. Clegg
Mr. Hendon

THC:ER

JP
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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EX-21

66-2554-4537
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THE DIRECTOR

2/28/46

THE JOINT COMMITTEE

SUGGESTION 12

EMPLOYEE: JOSEPH A. SMITH
SA, BOSTON FIELD DIVISION

#323013
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DATE 8/3/92 BY *gac/bue*

MEMBERS PRESENT: Messrs. H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That Agents be encouraged to use the dictaphone for routine dictation and to enable Agents to dictate in the evening.

Dictaphone
The Joint Committee considering this was of the opinion that it would be advisable to insist upon the use of all such equipment presently available in the Bureau at resident agencies; that in the distribution of the equipment it be assigned to those more adaptable to the use of dictating machines; and that training be given to the Resident Agents where this equipment is assigned before it is actually used.

- ADVANTAGES:
1. Saves a large amount of time by Agents who otherwise would be roughdrafting reports.
 2. Will expedite the submission of reports to field offices.

- DISADVANTAGES:
1. Occasionally a cylinder will be broken and the Agent will become discouraged and it is found that many Agents dislike using this equipment.
 2. Typists and stenographers generally dislike transcribing from dictaphone records.
 3. Urgent matters are occasionally included on the cylinders without proper notation for their expedite transcription.

RECOMMENDATION: That instructions be issued that all surplus and available dictating equipment owned by the Bureau be made use of in resident agencies and that training be given to the Resident Agents to whom it is issued.

Mr. Conroy objects for the reasons set forth in the disadvantages listed above.

RECORDED & INDEXED

39 MAR 7 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES' CONFERENCE CONSIDERATION:

On 2/28/46 the Executives' Conference, Messrs. Tolson, Tracy, Rosen, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford and Clegg being present, considered the above

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suggestion. In view of the fact that it will definitely represent a savings in time on the part of Resident Agents, Mr. Clegg favored the requirement that Resident Agents be trained in the use of dictating machines when there are machines available in the Field and that the Resident Agents be required to use dictating machines to the extent of their availability which will, however, not preclude the Resident Agents returning to headquarters for dictation on one or two occasions per month. His idea was that the use of dictating machines will prevent the necessity of these Resident Agents spending a great deal of time preparing rough draft reports in Field Offices. All other members of the Executives' Conference felt that the Resident Agents should be encouraged and not required to use the dictating machine equipment which should be made available to those Resident Agents who desired to use it.

Respectfully,
FOR THE CONFERENCE

CL
Clyde Tolson

EAT
E. A. Tamm

Ad
hnc:hd

cc - Mr. Hendon
Mr. Clegg

THE DIRECTOR

2/28/46

THE JOINT COMMITTEE

SUGGESTION 22-C

EMPLOYEE: SAC S. K. McKEE
NEWARK FIELD OFFICE

MEMBERS PRESENT: Messrs. H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That ~~copies~~ of duplicates of Agents' expense accounts be retained in field offices for six months instead of one year.

ADVANTAGES: 1. Reduced file space.
2. There is no need for these expense vouchers after six months.

DISADVANTAGES: 1. There is a currently existing rule that Agents' administrative files are to be destroyed after 12 months. To make an exception of one or two items from the file merely complicates the rule and does not obtain desired uniformity in such an instance.

RECOMMENDATION: Unanimously unfavorable.

HHC;PJ

EXECUTIVES' CONFERENCE CONSIDERATION:

On February 28, 1946, the Executives' Conference, those present being Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, considered this suggestion and for the reasons stated unanimously disapproved the suggestion.

RECORDED & INDEXED

Respectfully,
For the Conference

Clyde Tolson

EX - 21

E. A. Tamm

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DATE 8/31/92 BY g.c./bce

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

Clegg
Hendon

57 MAR 11 1946

THE DIRECTOR •

February 26, 1946

THE JOINT COMMITTEE

SUGGESTION #32

EMPLOYEE: TRAINING DIVISION STAFF CONFERENCE

#32 3013
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DATE 8/31/92 BY SP-5/bec

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
E. G. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That ~~daily~~ reports by Special Agents be eliminated.

ADVANTAGES:

1. It would save a great deal of time on the part of Special Agents estimated to be at least fifteen minutes per day per Agent which could be devoted to investigative activities.
2. It would save clerical time in date stamping and filing of the daily reports.
3. It would save supervisory time utilized in their review.
4. It would improve Special Agent morale as these reports are looked upon as being a great nuisance.
5. Since it is required that they show only the actual time engaged in investigations, they are not required to account for Agents' time. The infrequency of their actual need in personnel investigations imposes a heavy burden on a large number of Agents, clerks and supervisors in order to patch up with the routine duties of the field, roughly estimated as probably twenty instances per year.

DISADVANTAGES:

1. Daily reports permit a check on Agents' past activities.
2. They provide a means of double-checking against other administrative controls and records such as expense accounts and investigative reports, "the periods for which made."
3. They are of great assistance in checking on highly important personnel situations and are therefore of great protective value to the Bureau.
4. The daily reports provide, from a standpoint of good administration, a certain degree of wholesome pressure on each Agent to do the best possible days work.
5. They provide a "sign of life."

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

1-2-1046
1-2-1046

EEC/wld

1. The Committee unanimously recommends that the daily reports be continued.

2. Mr. Scheidt favors the suggestion that they be streamlined in form to save Agents' time so as to show only the time of arrival of an Agent on a road trip in a city, the file number of the case he handled while in that city, time of departure from the city and the actual beginning and ending of his work each day; also, the hours of duty when they vary from the regular field office hours.

Mr. Scheidt further observes that this will save from twelve to fifteen minutes per day per Agent submitting these reports. On the basis as to the estimate of the number of Agents submitting these reports, it would be a daily saving of about 400 Agent hours or the equivalent of fifty Agents' time.

Messrs. Conroy, Hendon and Clegg were opposed to the suggestion due to the fact that this streamlined form would still require the same amount of clerical effort in field offices and an abbreviated amount of supervisory effort, and since the schedule form is being prepared, it would require but little additional time to prepare the present form.

EXECUTIVES' CONFERENCE ACTION:

On February 27, 1946, the Executives' Conference considered this matter. Those present at the Conference were Messrs. Tolson, Hendon, Glavin, Ladd, Nichols, Rosen, Harbo, Mumford and Clegg. Messrs. Tolson, Glavin, Ladd, Mumford, Rosen and Clegg recommended that the daily reports which are submitted by Special Agents who are absent from their field office headquarters in excess of 24 hours be streamlined to show: (1) the time of arrival in each city, (2) the file numbers of the cases handled by the Agent while in the city, (3) the time of departure from the city, and (4) the actual hours when official duty began and ended each day. Mr. Clegg pointed out that he is changing his vote from the recommendation set forth by the Joint Committee due to the limited interest and value indicated by the Personnel and Administrative Division in the information set forth on the daily report. Messrs. Hendon, Harbo and Nichols favored continuing the daily reports as they are at present.

It was also recommended by Messrs. Harbo, Hendon, Nichols and Mumford that a new daily report form be prepared so that instead of its being letter size as at present it would be the same size as the Number Three Register cards in the field office, approximately 4" x 6" so the daily reports could be filed with the Number Three cards.

All others present opposed this suggestion since it did not appear to be advisable to file the daily reports with the daily registers since the latter are for the purpose of enabling the field office to get in touch with an Agent in headquarters city which is a different purpose from daily reports; also because there is a good sized quantity of these forms presently available and they are placed in the administrative file folder of the Agent submitting them bound together with a paper clip and destroyed at the end of the year, thus making a change in size unnecessary.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

Tolson
E. A. Tamm
Clegg
Conroy
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Hottel
Quinn Tamm
Nease
Gandy

30 MAR 15 1946 54-4540

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. D. M. LADD

DATE: February 15, 1946

FROM : L. R. Pennington

SUBJECT: SERVICEMEN'S DEPENDENTS
ALLOWANCE ACT OF 1942

Attached is a proposed Bureau Bulletin for the purpose of informing the field relative to the Statute of Limitations and venue in Servicemen's Dependents Allowance Act cases.

An increasing number of cases are being investigated wherein ex-servicemen made false statements in applications for family allowances. We do not have investigative jurisdiction over these men until they are discharged. The question of venue arises since the soldier may make false allegations in one district or possibly overseas, the application is acted upon in another district, and allowance checks are received in a third district. A memorandum has been received from the Criminal Division explaining venue, and further advising that the Statute of Limitations for the offense of unlawfully receiving allowance checks will not run until three years after the legal end of the war, although the statute runs from the date of the filing of a false application.

RECOMMENDATION

It is recommended that the attached Bureau Bulletin be approved.

Attachment

HHH:LM

Approved by Executives Conference
with Messrs. Tolson, Ladd, Glavin,
Tracy, Harbo, Glegg, Hendon, McCabe,
and Mumford attending, 2/20/46.

JKM

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/24/92 BY *gpc/ba*

RECORDED

66-2554-434
FEDERAL BUREAU OF INVESTIGATION

MAR 8 1946

U.S. DEPARTMENT OF JUSTICE

ORIGINAL

50 MAR 14 1946

ORIGINAL COPY FILED IN 66-2554-110

TO: THE DIRECTOR
FROM: EXECUTIVES' CONFERENCE
SUBJECT: SUGGESTION

DATE: January 30, 1946

The Executives' Conference on January 24, 1946, those present being Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Rosen, Hendon and Clegg, considered a suggestion of Clerk-Typist Ieland G. Richie of the Louisville Office that a separate section for index cards pertaining to Bureau Bulletins and SAC letters by numbers be prepared so that when such bulletins and letters are destroyed after three years in keeping with the present rule, the Index cards could be withdrawn with the destruction of the material to which they relate.

The Conference felt there was some merit in this suggestion and consequently inquiries are being made of a representative number of SAC's and Inspectors as to their views concerning the suggestion and upon receipt of replies the matter will again be considered by the Conference.

There is attached hereto a communication addressed to the Special Agents in Charge and Inspectors and also a letter addressed to the clerk who made the suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc- Mr. Hendon
Mr. Clegg

HHC:ER

RECORDED
EX-67

66-2554-4542
FEDERAL BUREAU OF INVESTIGATION
MAR 6 1946
U. S. DEPARTMENT OF JUSTICE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/92 BY SP5C/bce

ORIGINAL FILED IN 66-16305-15-5

THE DIRECTOR

3/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on February 28, 1946, those present being Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, considered the request of the State Department to the Attorney General for Mr. Chamras Pollett, a Siamese student, to undertake a year's training in the FBI.

The Conference unanimously was opposed to Mr. Pollett's taking any year's course of training in the Bureau since there were no courses of such duration and no specialized courses of such length in the special fields of questioned documents, fingerprints and ballistics, in which special interest was expressed.

It was believed that he should not be invited to attend the FBI National Academy as there is inadequate knowledge concerning his background and affiliations and further because the Bureau has a primary obligation to afford training to law enforcement officers in the United States.

There is attached hereto a suggested letter for the signature of the Attorney General, if you approve.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

HHC:ER

RECORDED
&
INDEXED
18

166-2554-454
F B I
39 MAR 8 1946

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/24/92 BY 322/bcc

70 MAR 11 1946

THE DIRECTOR

3/6/46

EXECUTIVES' CONFERENCE

On March 1, 1946, the Executives' Conference, those being present Messrs. Tolson, Tracy, Harbo, Hendon, Nichols, Glavin, Ladd, Mumford, Rosen, Clegg, considered the question of certificates of completion for issuance to (1) those who return for the annual retraining course and reunion of the FBI National Academy from September 30 - October 4, 1946, and (2) those who return for the two weeks of specialized training which is given during the two concluding weeks of regular Sessions of the Academy.

It was indicated that between thirty-five and forty former graduates will return for the final two weeks of the present Session for specialized training.

In times passed, at the reunion a certificate was prepared, the names of the graduates typed in on the certificate which was subsequently mailed to those in attendance with a specially prepared letter of transmittal.

RECOMMENDATION: That certificates showing attendance at both the specialized courses during the final two weeks of regular Academy Sessions, and to those who attend the regular retraining courses be prepared since this will involve merely the printing of the certificate and the typing of the name thereon. It was recommended that these certificates then be mailed without any cover letter whatsoever to those who did attend either the retraining course or the specialized courses. This will cut down considerably on the amount of typing and filing involved in preparing the letters of transmittal. These certificates, although they will be printed in advance, will not have the names of the graduates typed on them until after the graduation exercises when they will be mailed to those in attendance.

Respectfully,
FOR THE CONFERENCE

RECORDED
&
INDEXED
132-166-2554-4544
Clyde Tolson

39 MAR 8 1946

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY Sjs/cp

THE DIRECTOR

3/5/46

EXECUTIVES' CONFERENCE

The Executives' Conference on February 28, 1946, those present being Messrs. Tolson, Tracy, Glavin, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Clegg, considered suggestions of Special Agent Eton A. Stanfield of the Dallas Office as follows:

1. That when the Bureau issues the territorial allocation list for all field divisions, there be additional pages listing the name and headquarters city of each United States Attorney. He felt this suggestion was warranted so that the field offices could easily indicate to which United States Attorney a copy of a report should be sent.

The Executives' Conference unanimously opposed the suggestion in view of the fact that each field office is equipped with a Departmental Register, showing the information requested, and the additional printing and paper would be too expensive to justify this duplication of information.

2. The Agent suggested that in in-service schools a moot court be held and testimony given in connection with the major case on which the Agents worked while in in-service training.

The Conference unanimously opposed this suggestion in view of the fact that the immediately preceding session of the in-service school required each Special Agent to take the stand and testify and be cross-examined and a repetition of this course in the present class was believed to be unwarranted. It would require too much time for 60 Agents to testify and would make necessary the elimination of other suggestions in order to have this item listed and the present cycle of in-service training is scheduled to be changed beginning in June 1946. To add this suggestion for the remainder of this course did not seem to be wise.

If the Director approves the above, the Agent is being advised accordingly in the attached letter.

Respectfully,
For the Conference
RECORDED & INDEXED
166-2551-4543
F B I
30 MAR 8 1946
Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5 CJB/60

HHC:ER

THE DIRECTOR

3/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on February 28, 1946, consisting of Messrs. Tolson, Tracy, Glavin, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Clegg, considered the application of Patrolman William F. Crist of the South Bend, Indiana, Police Department to attend the April Session of the FBI National Academy. He had been nominated and recommended by Chief H. T. Everett, who is a graduate of the Academy.

The only derogatory information appeared in the divorce records wherein the applicant's former wife obtained a divorce charging cruel and inhuman treatment. Her attorney reported confidentially that the applicant, prior to his divorce, started associating with another woman intimately, and it was also established through other sources that after the divorce action was filed and before it became effective, the applicant began living with the second woman in an apartment. After the divorce became effective he married the second woman who is now his wife. This information was not generally known in the city.

The Executives' Conference unanimously recommended that this applicant be considered as acceptable. If approved, there is attached hereto a communication to Chief Everett extending an invitation for this individual to attend the April Session.

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

HHC:ER

RECORDED
INDEX 166-2554-4546
F B I
39 MAR 8 1946

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pettit
Quinn Tamm
Nease
Miss Gandy

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY [signature]

11 1946

THE DIRECTOR

3/5/46

EXECUTIVES' CONFERENCE

The Executives' Conference on February 28, 1946, those present being Messrs. Tolson, Tracy, Glavin, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Clegg, considered the matter called to the attention of the Bureau by the Los Angeles Office wherein a spherical shaped tear gas hand grenade had been developed by the War Department for use by military personnel who are more accustomed to throwing a baseball than the canister grenade which the Bureau now uses.

The firearms experts at Quantico and Mr. Baughman unanimously concurred in recommending unfavorably for the new grenade first since we have an ample supply of old grenades on hand and second because the Agents of the Bureau are already trained in the use of the present type of grenade and there is some fragmentation which provides an element of danger in the new type of grenade which was noted.

The Conference unanimously recommended against this suggestion, and there is attached hereto a letter to the Los Angeles Office to that effect for your approval.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED
&
INDEXED

166-3554-4547
F B I
39 MAR 8 1946

cc: Mr. Clegg
Mr. Hendon

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/92 BY gsc/bke

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

70 MAR 17 1946

THE DIRECTOR

3/6/46

EXECUTIVES' CONFERENCE

The Executives' Conference on February 28, 1946, those present being Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, considered the following suggestions which are recommended by the Laboratory and concurred in by the Training and Inspection Division concerning retraining of Special Agents who have qualified as "Sound Experts" and as "Lock Experts." Until September 17, 1945, the sound experts, when they returned for in-service training were given four days special advanced sound training courses which included practical problems with respect to the installation of sound equipment. There were many of these sound experts, however, who took this training more than a year and a half ago. The recommendations, therefore, are as follows:

1. That all men qualified as "Sound Men" and carried on the Bureau's records as such be given a four-day refresher course on sound equipment upon the completion of the regular in-service training in Washington. This training would be given from Monday through Thursday on the week following the regular in-service training. There is attached hereto a suggested program of training for these four days which was approved.
2. It was recommended that the Agents who have completed the six-day comprehensive course on locks be given one additional day of refresher training on locks. This day of training would follow the four days on sound training since the lock experts are included in practically every instance among the sound experts. There were about 40 students in the two specialized sound schools held several months ago who were given specialized training in lock work and the Laboratory believes that these men, when they come in for in-service school, should be given one-day refresher training in handling locks.
3. In the event this program is approved, it will be possible to give training to only five or six men at a time on these subjects and the recommendation was made that in selecting the personnel to attend in-service training the sound experts be called in in groups of from five to six agents.

The Executives' Conference approved the above suggestions unanimously.

Respectfully,
For the Conference

39 MAR 8 1946

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 3/31/92 BY 8950/bce

THE DIRECTOR

3/6/46

EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/31/92 BY SP5C/bce

After making a study of different types of forms filed in the Records Division of the Bureau, Mr. K. H. McIntire made a recommendation that three forms presently being used be consolidated into one form. The three forms are as follows:

1. Memorandum for the Identification Division, furnishing the name, FBI number and other identifying data concerning a fugitive.
2. A memorandum for the Identification Division, advising that a fugitive is not identical with another individual by the same or similar name or that he has additional aliases, and
3. Memorandum for the Records Division, attention Searching Unit, Fugitive Clerk, advising a cancellation of fugitive stops and the like.

These forms are used by the fugitive and deserter supervisors, as well as by the Selective Service Supervisors. Five supervisors have agreed that these three forms can be consolidated into one form. An actual count for six days showed 996 copies of these 3 forms were going into the file room and since one file clerk can handle 50 simple pieces of mail daily, the filing of these 166 forms daily would require the services of approximately three clerks.

One of the supervisors, Mr. Molloy, drafted a new form which would take the place and could be used in lieu of the three existing forms, and he has recommended that this consolidated form be adopted and the other three forms mentioned by eliminated. 11-XE RECORDED F B I

The Executives' Conference on February 23, 1946, those present being Messrs. Tolson, Tracy, Glavin, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Clegg, agreed on this consolidation.

The Conference also unanimously agreed with the observation made by Mr. McIntire, and agreed to by Supervisors Keep and Molloy, that an additional form which was in the form of a mimeographed memorandum for the file need not be used any further and they have voluntarily eliminated its further use as of February 21, 1946. This action was also approved by the Conference.

There are attached hereto letters addressed to Messrs. McIntire, Molloy, Keep, Martin, Caver and Walker, expressing appreciation for their participation in making this recommendation which is designed to considerably reduce the number of forms placed in files daily.

Respectfully
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

February 25, 1946

THE JOINT COMMITTEE

SUGGESTION FOR

EMPLOYEES MR. H. H. CLEGG

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
F. G. Hendon E. Scheidt

EMPLOYEE REQUEST: That newspaper clippings sent to the Bureau should be reduced to the minimum essentials. The Manual presently reads as follows:
GAS - "Employees shall transmit to the Bureau information obtained from any magazine article, newspaper article, or other source concerning any matters relating to law enforcement generally, scientific apparatus, equipment, personnel, methods, or economics pertinent thereto." GAS - "Favorable or unfavorable editorial comments from any publications which relate to the Bureau, its personnel, or activities shall be submitted to the Bureau, except wire service stories out of Washington, D. C." It is suggested that these sections be changed to read as follows:
GAS - "Employees shall transmit to the Bureau through their field offices information obtained from any magazine article, newspaper article, or other source concerning any matters relating to law enforcement generally, scientific apparatus, equipment, personnel, methods, or economics pertinent thereto," and GAS - "Favorable or unfavorable editorial comments from any publication which relate to the Bureau, its personnel or activities shall be submitted to the Bureau by the field office where the story originates. Field offices shall send only one typical clipping relating to any particular news story. This, of course, does not preclude the transmittal to the Bureau of published data which serves as an aid in the Bureau's investigative work including intelligence activities."

- ADVANTAGES:
1. Eliminates the necessity of censoring at the Bureau duplicatory publicity items and irrelevant material.
 2. Saves clerical work in clipping, stapling, mounting and labeling and the transmittal of such data to the Bureau.
 3. Eliminates duplication of effort in transmitting clippings as between field offices.
 4. Clarifies oral instructions given in Service of Bureau by making such instructions identical with manual provisions.

DISADVANTAGES:

1. Restricts to some extent the ability to observe coverage on a national basis specific news stories.

RESOLUTION: Unanimously approved.

CONFERENCE ACTION:

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DATE 8/31/22 BY SP/SP/SP

Tolson
E. A. Tamm
Clegg
Conroy
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Mohr
Quinn Tamm
Nease
Gandy

70 MAR 11 1946

EXECUTIVES' CONFERENCE CONCLUSION:

The Executives' Conference on February 28, 1946, those present being Messrs. Tolson, Tracy, Glavin, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, unanimously favored the suggested changes.

Respectfully,
For the Conference

✓
Clyde Tolson

E. A. Tamm
E. A. Tamm

OK
H.
cc: Mr. Clegg
Mr. Hendon

WIC:MR

THE DIRECTOR

2/28/46

THE JOINT COMMITTEE

SUGGESTION 22-D

EMPLOYEE: SAC S. K. MCKEE
NEWARK FIELD OFFICE

MEMBERS PRESENT: Messrs. H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the present rule requiring that Agents' ~~daily reports~~ and #3 cards be retained for a period of one year be changed to require that they be retained for a period of six months.

DISADVANTAGE: 1. There is a currently existing rule that Agents' administrative files and data going therein, as well as Agents' daily reports and #3 cards be destroyed after 12 months. To make an exception of these two types of material would merely complicate the rule and develop exceptions which the office would have to remember and would not result in desired uniformity in handling such matters.

2. Frequently it is necessary to refer to data in these reports and registers for a period in excess of six months.

RECOMMENDATION: Unanimously disapproved.

HHC:BJ:LR

EXECUTIVES' CONFERENCE CONSIDERATION:

On February 28, 1946, the Executives' Conference, those present being Messrs. Tolson, Tracy, Glavin, Hendon, Harbo, Nichols, Ladd, Mumford, Rosen and Clegg, considered this suggestion and for the reasons stated unanimously disapproved the suggestion.

Respectfully,
For the Conference

cc: Mr. Clegg
Mr. Hendon

Clyde Tolson

24 MAR 8 1946

E. A. Tamm

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/24/92 BY SP5CJ/bce

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JDD:LP:MMH

The Director

D. M. Ladd

~~CONFIDENTIAL~~

March 1, 1946

MAINTENANCE OF [REDACTED]

b2
b7E

#3230/3 8/31/92
Classified by *SP5CJ/bce*
Declassify on: OADR

[REDACTED] has recommended that authority be given to maintaining [REDACTED]

b2
b7E

According to the [REDACTED] in addition to [REDACTED]

[REDACTED] it is anticipated by that office that not only the [REDACTED] sooner or later [REDACTED] to and from the [REDACTED] and evoke some comment.

b2
b7E

REQUEST OF [REDACTED]

b2
b7E

Instructions are presently outstanding to the field that no

which are in [REDACTED] is utilizing in connection with [REDACTED]

b2
b7E

At the present time the [REDACTED] and if Bureau approval is given, [REDACTED]

the following day. The [REDACTED]

has [REDACTED]

to which that office has the only [REDACTED]

There is also [REDACTED]

b2
b7E

it were [REDACTED]

is [REDACTED]

and [REDACTED]

The [REDACTED]

makes [REDACTED]

of the [REDACTED]

at night to assure that [REDACTED]

of the [REDACTED]

were furnished by the [REDACTED]

and indicate that [REDACTED]

has been made as [REDACTED]

b2
b7E

The [REDACTED] Communist Party headquarters and [REDACTED]

RECORDED 166-2550-1455

MAR 11 1946

U. S. DEPARTMENT OF JUSTICE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

~~CONFIDENTIAL~~

ORIGINAL COPY FILED IN 66-2550-766

Memo for the Director

~~CONFIDENTIAL~~

[redacted] and are both necessary if [redacted]

b2
b7E

RECOMMENDATION

~~CONFIDENTIAL~~

It is suggested that an exception be made in this instance to the rule [redacted]
[redacted] for your approval. There is attached a letter to the [redacted]
[redacted] as requested based on the recommendation of the Special Agent in Charge that such [redacted]

b2
b7E

Attachment

D. K.
#

~~CONFIDENTIAL~~

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

WHC:VH

TO : The Director

DATE 2-26-46

FROM : A. Rosen

SUBJECT: FBI HANDBOOK CHANGE

The purpose of this memorandum is to suggest a change in Chapter 21, Part 111, of the FBI Handbook.

REASONS

The suggested change in Chapter 21, Part 111 of the FBI Handbook entitled "Escaped Federal Prisoners and Federal Escape Act," is prompted in view of the necessity to set forth the Bureau's complete policy in establishing (1) the office of origin in these cases, (2) to make the instructions clear and unequivocal regarding the notification of the United States Marshal upon location or apprehension of fugitives in this category, and (3) to indicate clearly the Bureau's policy in regard to case character.

There is attached hereto a draft of the suggested changes in which the additions are underlined. It is suggested that consideration be given to adopting the changes suggested as reflected in the attached draft.

ADDENDUM

The Executive Conference on February 27, 1946, attended by Messrs. Tolson, Glavin, Tracy, Hendon, Mumford, Nichols, Clegg, Ladd and Rosen, approved the attached FBI Handbook changes.

ENCL.

RECORDED

#323013

38

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/31/92 BY SP2/6

TUTTAL

66-2554-4553
FEDERAL BUREAU OF INVESTIGATION
MAR 11 1946
U. S. DEPARTMENT OF JUSTICE
TUTTAL

57 MAR 14 1946

ORIGINAL FILED IN

ENCLOSURE
with orig

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MAR 1 4 1946
337

RECORDED

11-20

66-2554-4555	
FEDERAL BUREAU OF INVESTIGATION	U.S. DEPARTMENT OF JUSTICE
March 11 1946	

ORIGINAL COPY FILED IN

66-2554-4555

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**



IN REPLY, PLEASE REFER TO
FILE NUMBER

March 1, 1946

Heat As Yellow

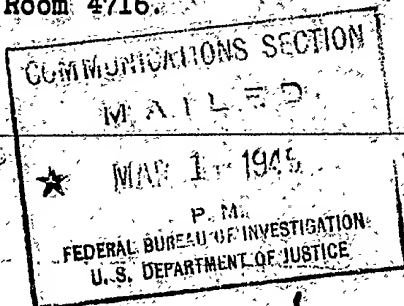
MEMORANDUM TO ALL EMPLOYEES IN JUSTICE BUILDING

**RE: CASH PAYMENT OF SALARY TO EMPLOYEES
IN JUSTICE BUILDING**

Beginning with the pay period ending February 23, 1946, for which payment will be made March 8, 1946, all clerical employees below grades CAF-9, \$3,640 and P-3, \$3,640, will be paid in cash. Anyone in grade CAF-9, P-3, or above, who desires to be paid in cash may receive such payment by making a request to that effect.

Under this procedure, it will be necessary for each employee to personally sign the pay roll opposite his name each pay period before he can get his money. In order to facilitate payment, a representative from each division will notify all employees within the division as to the time and place payment will be made. It is requested that each employee either wear his identification badge or take his building pass for identification purposes at the time he goes for his money.

When an employee is on sick or annual leave, and is unable to get his money on pay day, the Treasury Department will return the cash to Treasury and a check will be made for the amount due. Employees who have been on leave can get their checks Tuesday morning following pay day at the Payroll Office, Room 4716.



Very truly yours,

J. E. Hoover

John Edgar Hoover
Director

File

FBI
30 MAR 8 1946

Office Memorandum • UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : D. M. Ladd
SUBJECT: SUGGESTED MANUAL CHANGES
ACCOUNTING REPORTS

DATE: February 20, 1946

The attached manual changes are submitted for consideration looking toward obtaining uniformity of contents in accounting reports.

BACKGROUND

Several accounting reports in fraud cases have been noted recently in which the items setting forth the violations have contained descriptive wording naming the irregularities as being "Conspiracy" and "False Charge". It is believed that the accountants should limit the description of the offense to a clear statement of the facts and that the naming of the violation involved should be left to the United States Attorney as is the policy in Federal Reserve Act Cases. This matter is handled by the attached manual change (A).

Several sections of Bureau Manuals refer to Section 12-B of the Manual of Rules and Regulations dealing with "Accounting Reports" as a guide for the preparation of accounting reports. Section 12-B makes no reference to the setting forth of accounting data and to conform with Section 12-B the details of an accounting report would have to specifically contain only description and history of subject, home life and family reputation, criminal record, and aggravating and mitigating circumstances. This matter is corrected by attached recommended changes (A) and (B).

Section 12-B of the Manual of Rules and Regulations and Part I, page 1 of the FBI Handbook, call for the setting forth of aggravating and mitigating circumstances in accounting reports and the furnishing of information relative to condition of home life and family reputation of each subject. If such information is of interest to the United States Attorney in accounting reports it seems that it should likewise be of value in other criminal matters handled by general investigation. Aggravating and mitigating circumstances would usually be the opinion of the investigating Agent based upon information furnished him by the subject and are up incidental to the investigation. It is believed that there might be instances in which the United States Attorney might be unduly influenced by the aggravating and mitigating circumstances set forth by the Agent to the point of forming an opinion relative to the violation itself, rather than authorizing or declining prosecution on the facts of the violation. Attached recommended manual changes (A) and (B) delete requirements for furnishing this information.

Concerning the furnishing of aggravating and mitigating circumstances it is believed that such information would be of interest to Federal Reserve investigations rather than to the accounting reports submitted in other cases. It is suggested that the attached manual change (C), calling for the furnishing of such information in Federal Reserve Act cases, be approved.

FCF:da

Manuals
revised 3-4-46
DAS

FIVE

ENC

Memorandum for the Director

Attached manual change (D) calls for the addition of the sentence "Accounting reports should be submitted in accordance with Section 12-B of the Manual of Rules and Regulations" under the following sections of the FBI Handbook.

Antitrust - Part 3, page 3, subsection 6.

National Bankruptcy Act - Part 3, page 16, subsection 5.

Fraud Against the Government - Part 3, page 54, subsection 4.

Mail Fraud - Part 3, page 73, subsection 4B.

Section 33-F of the Manual of Instructions, dealing with Mail Fraud Investigations, calls for submission of accounting reports following as nearly as possible the suggestions outlined in the Federal Reserve Act Investigations and specifying the general information desired. Attached manual change (E) changes this section and makes reference to the submission of accounting reports in accordance with the suggestions given in Section 12-B in the Manual of Rules and Regulations.

Section 25-F of the Manual of Instructions, dealing with Fraud Against the Government Investigations, contain no reference to accounting reports and attached manual change (F) calls for the submission of accounting reports in accordance with Section 12-B of the Manual of Rules and Regulations.

RECOMMENDATION

It is recommended that the attached manual changes be submitted to the Executive Conference for approval.

Attachments

Approved by Executives Conference with Messrs.
Tolson, Ladd, Glavin, Tracy, Harbo, Hendon, Nichols,
Clegg, Rosen, and Mumford attending, 2/28/46.

JKM

OK.
H.

THE DIRECTOR

MARCH 8, 1946

THE EXECUTIVE CONFERENCE

On March 6, 1946, the Executive Conference, consisting of Messrs. Tolson, Mumford, Ladd, Nichols, Hendon, Harbo, Tracy and Glavin, considered a request made by SAC Bryce of the Oklahoma City Office while he was in Washington.

Mr. Bryce had advised Glavin that the Oklahoma City Office utilizes the range at the naval base at Norman, Oklahoma, which is approximately 20 miles from Oklahoma City. He advised that the base is being closed and that the range facilities will no longer be available after the base is closed.

Bryce wanted to know whether the Bureau would approve Agents from the Oklahoma City Office going to Stringtown, Oklahoma, for firearms training. The Director will recall that the Stringtown Range was built through the efforts of former Governor Philips of Oklahoma primarily for the use of the Agents of the Oklahoma City Office. He discontinued the use of this range when the Norman Range became available because Stringtown is approximately 100 miles from Oklahoma City. Bryce advised Glavin during his recent visit to Washington that there are no other ranges near Oklahoma City that are available to the Agents of that office.

The Conference, therefore, recommends approval of the request of Bryce that the Oklahoma City Agents use the Stringtown range facilities after the Norman range is closed.

Should the Director approve, an appropriate communication will be addressed to the Oklahoma City Office.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

*yes after Norman
is closed.*

Cm

66-2554-4556

E. A. Tamm

- Tolson
- E. A. Tamm
- Clegg
- Glavin
- Ladd
- Nichols
- Rosen
- Tracy
- Harbo
- Hendon
- Mumford
- Tele. Rm.
- Mr. Clegg
- Mr. Hendon

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/3/82 BY SP-5/BJE

RECORDED & INDEXED

39 MAR 12 1946

11-18

COPY: mmk

TO: MR. LADD

DATE: February 18, 1946

FROM: E. G. FITCH

SUBJECT: Personnel Records - NAVY, MARINE CORPS, AND COAST GUARD

The Philadelphia Office Recently suggested that all Field Divisions be apprised of the fact that Naval records dated after September 1, 1939, are not kept in the naval Records Depository, Philadelphia, Pennsylvania, whereas all records up to that period are retained there. In considering this matter it was recalled that Bureau Bulletin No. 66, Series 1945, set forth information relative to the location of military records of demobilized personnel. It was therefore considered advisable to incorporate in a new bulletin information pertaining to the present whereabouts of personnel records for the Navy, Marine Corps and Coast Guard. It is felt this action will expedite the obtaining of information from service records and will be of benefit to all investigative personnel.

ACTION:

A proposed bulletin has been prepared and is attached for approval.

Attachment

2-19-46 - approved by Executives Conference consisting of Messrs. Tolson, Glavin, Harbo, Hendon, Nichols, Rosen, Clegg, Mumford and Ladd - JKM

EGF:rrh

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/31/92 BY SP-2/PCA

RECORDED

76-2554-4557

F B I

MAR 6 1946

56 MAR 4 1946

ORIGINAL COPY FILED IN 62-33413-277

March 4, 1946

SAC, San Francisco

RE: NIGHT DUTY

Dear Sir:

Reference is made to your communication of February 15, 1946, wherein you request authority to assign Stenographer Richard E. Carotta and Clerk Robert Grussenmeyer to duties from 1:00 P.M. to 9:30 P.M.

This is to advise you that the Bureau approves the assignment of these employees to the hours of duty specified by you provided that through such assignments the work of the San Francisco Office can be handled to the best advantage.

Very truly yours,

John Edgar Hoover
Director

The Executive Conference of February 28, 1946, consisting of Messrs. Tolson, Mumford, Clegg, Hendon, Harbo, Tracy, Rosen, Ladd and Glavin approved the above letter.

COMMUNICATIONS SECTION

MAR 5, 1946

WRG:val

RECORDED

EX - 74

66-25514-4558

FEDERAL BUREAU OF INVESTIGATION
MAR 12 1946
U. S. DEPARTMENT OF JUSTICE
INITIALS ON ORIGINAL

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/21/92 BY SP-6/bia

52 MAR 19 1946

ORIGINAL COPY FILED IN
66-52-3970

SAC, [REDACTED]

~~CONFIDENTIAL~~

February 26, 1946

John Edgar Hoover - Director, Federal Bureau of Investigation

HANDLING OF INFORMATION [REDACTED]

b2
b7E~~PERSONAL AND CONFIDENTIAL~~

The Bureau is desirous of receiving information from your office, as well as offices receiving copies of this letter.

b2
b7E

The information desired should outline the procedure used by each office in incorporating the information in log form, its subsequent incorporation in respective files, and the procedure used in the ultimate reporting of the information to the Bureau. You should also incorporate information relative to the mechanics used in the indexing of the information obtained.

The Bureau desires to study the various procedures used, with a view of looking toward the establishment of a uniform procedure to be followed by those offices which [REDACTED]. It is realized that there are varying circumstances in different Field Divisions offices, and it may be entirely possible that a uniform procedure cannot be adopted throughout the Field. However, there may be mechanics utilized in one or more Field Divisions which would be of time and cost saving value.

b2
b7E

Accordingly, it is desired that you submit a letter to the Bureau, captioned as above, not later than seven days after date of receipt of this letter by you.

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.~~

NOTE: Considered and approved by Joint Committee
2/22/46, those present being Messrs.
H. H. Clegg, B. C. Hendon, E. E. Conroy
and E. Scheidt.

cc - New Haven
Newark
Pittsburgh
Philadelphia
Washington
Baltimore
Boston
Chicago
Cleveland
Detroit
Los Angeles
San Francisco
Seattle

8/31/92 #323013
Classified by [REDACTED]
Declassify on: OADR

RECORDED

66-2554-4559

FEDERAL BUREAU OF INVESTIGATION
MAR 12 1946
U. S. DEPARTMENT OF JUSTICE

EHW:elk

COMMUNICATIONS SECTION
FEB 26, 1946

~~CONFIDENTIAL~~

59 MAR 15 1946
33

Executive
 Confidential

100-5160-1111

THE DIRECTOR

March 11, 1946

EXECUTIVES' CONFERENCE

Handwritten: X-ray
Handwritten: Virginia
The SAC at Norfolk has advised that the Norfolk Army Base, which is a part of Hampton Roads Port of Embarkation, is presently in the process of closing. The Army authorities at Norfolk have advised they have approximately thirty thousand personal identification cards on longshoremen who were employed at the base during the war. These are not fingerprint cards but contain identification data and a photograph of each individual, most of whom are Negroes.

Messrs. Tolson, Ladd, Tracy, Harbo, Rosen, Hendon, and Huxford, who were in attendance at the conference, were unanimous in their opinion that although these cards might be of some future value in the Norfolk Field Office files, their potential value does not justify the clerical effort that would be necessary to index and file them in the space they would occupy. It will be noted that the persons listed, being longshoremen, will undoubtedly have scattered throughout the country; that since there are no fingerprints involved it would be almost impossible to make positive identifications; and there is no reason to believe we have any special interest in this particular group.

If you concur with the opinion of the Conference, the Norfolk Office will be instructed to advise the Norfolk Army Base that it does not desire to receive the cards.

Respectfully,
For the Conference

Handwritten: 05
Clyde A. Tolson

Handwritten: EPT
Edward A. Tamm

cc Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Miss Gandy _____

JUN 10 1946

RECORDED
&
INDEXED
57

166-2554-4560
F B I
30 MAR 12 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY *sp/...*

13 1946

Handwritten signature

February 11, 1946

MEMORANDUM FOR MR. NICHOLS

RE: QUARTERLY INTELLIGENCE SUMMARY

Reference is made to the attached letter dated February 6, 1946, from the Charlotte Field Division recommending that all copies of the Quarterly Intelligence Summaries in the Charlotte office be destroyed except one of each issue.

The same problem existed here at the Seat of Government and under date of January 30, 1946, a memorandum was submitted to you recommending the disposal of certain copies and was subsequently approved to the effect that six copies of each issue should be retained.

It appears that the attached recommendation for the disposal of extra copies of the Quarterly Intelligence Summaries has considerable merit not only in the case of the Charlotte Field Division but for all of our field offices.

RECOMMENDATION:

It is recommended that the attached suggestion be considered favorably by the Security Division, not only in the Charlotte Office, but throughout the field. Considering all field divisions, a large amount of filing space would be secured through the disposal of surplus copies.

It is noted that unless advised to the contrary, the Charlotte office will dispose of all extra Summaries by March 6, 1946.

Respectfully,

4323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5C/KC

R. F. Cartwright

FWP:umb

LEB:hbm; 2/20/46 - Approved by the Executives Conference.

RECORDED

EX-37

66-2554-4561
F B I

80 MAR 12 1946

56 MAR 22 1946

ORIGINAL COPY FILED IN 66-2554-4561

THE DIRECTOR

2/26/46

THE EXECUTIVES' CONFERENCE

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Tracy, Hendon, Glavin, Harbo, Mumford and Clegg, pointed out that representatives of the IACP Safety Division make surveys of traffic situations in various municipalities. The Executives' Conference has recommended that the Bureau not conduct such surveys in the future.

As a usual rule as a result of such survey the IACP Safety Division employ and recommend a police school in which emphasis will be placed on traffic law enforcement. It was recognized that there would undoubtedly be some schools which would be initiated on the basis of these recommendations and perhaps the schools would be operated by Northwestern University - IACP Safety Division.

The attached letter to all Agents in Charge is approved alerting the SACs to the possibilities of such recommendations being made and instructing them that they are to meet the police training needs in the field and that they should advise police chiefs under such conditions of the availability of Bureau assistance in connection with the establishment of police training courses.

Respectfully,
For the Conference,

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5CJ/bce

Clyde Tolson

E. A. Tamm

Attachment

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg
Mr. Hendon

RECORDED
EX - 62

66-2554-4562
57 MAR 19 1946

INITIALS ON ORIGINAL

MAR 19 1946

COPY FILED IN 74-15541-1

ORIG

THE DIRECTOR

2/25/46

THE JOINT COMMITTEE

SUGGESTION #5

EMPLOYEE: MISS HELEN E. DUNAWAY, SECRETARY
TRAINING & INSPECTION DIVISION

MEMBERS PRESENT:

H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS:

That every possible step be taken to insure that when Special Agents are in Washington for In-Service training they be afforded any special types of training contemplated for them or that when in Washington for any other reason and they are due for In-Service training they be held over therefor. To accomplish that it was suggested that a form be placed in the personnel files indicating when In-Service training was due.

RECOMMENDATION:

This is a matter fully followed by the Chief Clerk's Office and it was unanimously believed that the form was unnecessary and would merely constitute another administrative step. It was unanimously recommended, however, that the attached letter go forward to all Special Agents in Charge pointing out the manner in which they can cooperate to insure that a minimum of travel will be involved in affording Agents their In-Service and other types of training given at the Seat of Government.

EXECUTIVES' CONFERENCE CONSIDERATION: Unanimously approved by the Conference on February 26, 1946 with Messrs. Tolson, Lavin, Tracy, Harbo, Hendon, Rosen, Mumford, Nichols, Ladd and Clegg being present.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/31/82 BY SP-2/6/82

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

39 MAR 14 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

58 MAR 18 1946

RECORDED

EX-40

The Director

March 12, 1946

The Executives Conference

The Executives Conference, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Hendon, Tracy, Glavin, and Nichols, reconsidered a previous deliberation which turned down the request of Mr. Cartwright of the Records Section for the purchase of 100,000 file fronts and 100,000 file backs, legal size.

This recommendation was made by Mr. Cartwright since several of our big files are not adequately covered or protected by the small file back covers which we have been using for years, and in big files many times legal-size sheets of paper are included, which through usage become damaged and torn. The Conference previously turned down the request on the basis that we already had a supply of file covers and since we had been using the old-style cover for so many years, we should continue.

The Conference, on reconsidering, agreed to secure a lot of 3,000 file fronts and backs for experimental purposes, it being pointed out that the new-size cover costs two dollars a thousand more than the old-size cover.

3230.13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5 CJP/buc

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

cc Mr. Hendon
Mr. Clegg

RECORDED
&
INDEXED

166-2554-4564
F B I
39 MAR 14 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 MAR 15 1946

LBN:mjm

THE DIRECTOR

3/11/46

THE JOINT COMMITTEE

SUGGESTION #91

EMPLOYEE: MR. R. C. HENDON

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

Section 10A (5) of the Manual of Rules and Regulations reads as follows: "Three or four days will ordinarily elapse from the time a fingerprint card is received in the Bureau and the insertion in the name files of the index card prepared for that print when it is answered. When a request is received for a criminal record within this period and the request indicates that fingerprints have been submitted, a 'stop' is placed in the card index files when the index card of the individual whose record is sought reaches the file. This 'stop' is discovered and the matter is given proper attention. If this 'stop' is to be effective, the name under which it is filed must be the exact name under which the fingerprint card was received."

EMPLOYEE SUGGESTS: That this section be eliminated.

ADVANTAGES:

1. This material is of no interest or concern to the field divisions.
2. It is merely administrative detail as to the time and manner in which stops are placed in the Identification Division.

DISADVANTAGES: None

RECOMMENDATION: Unanimously favorable.

EXECUTIVES' CONFERENCE ACTION:

On March 12, 1946, the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford and Rosen in attendance, unanimously approved this recommendation.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5C/bce

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg

RECORDED

Respectfully,
For the Conference

66-2554-4565
F B I

EX-40

Clyde Tolson

E. A. Tamm

RCM:DW

THE DIRECTOR

3/11/46

THE JOINT COMMITTEE

SUGGESTION #89

EMPLOYEE: MR. R. C. HENDON

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

Section 9K of the Manual of Rules and Regulations reads as follows: "(1) There should be no delay in interviewing informants who have transmitted information to the Bureau by letter and who have been advised that arrangements would be made for them to be interviewed by the field office covering the territory in which they reside. (2) In interviewing United States Attorneys and informants, accurate and detailed information of a relevant type should always be obtained if possible."

EMPLOYEE SUGGESTS: That Part 2 of this section be eliminated.

ADVANTAGES:

1. It is so fundamental that accurate and detailed information of a relevant type should always be obtained that the provision is absolutely superfluous.

DISADVANTAGES: None

RECOMMENDATION: Unanimously favorable.

EXECUTIVES' CONFERENCE ACTION: On March 12, 1946, the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford and Rosen in attendance, unanimously approved this recommendation.

Respectfully,
For the Conference

RECORDED

INDEXED

Clyde Tolson

39 MAR 14 1946

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/31/92 BY SP-6/bce

EX-40

59 MAR 19 1946

THE DIRECTOR

3/11/46

THE JOINT COMMITTEE

SUGGESTION #88

EMPLOYEE: MR. R. C. HENDON

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

Section 8H (3) of the Manual of Rules and Regulations reflects that confidential information collected during the last World War concerning aliens shall not be used in any naturalization proceeding without the consent of the person from whom it was secured.

EMPLOYEE SUGGESTS: That this section be changed to reflect that such information collected during "World War I" should not be used in such proceedings.

ADVANTAGES:

1. It would eliminate any possible confusion as to what war was being referred to since there is no such provision relating to information collected in World War II.

DISADVANTAGES: None

RECOMMENDATION: Unanimously favorable.

EXECUTIVES' CONFERENCE ACTION:

On March 12, 1946, the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford and Rosen in attendance unanimously approved this recommendation.

Respectfully,
For the Conference

Clyde Tolson
&
E. A. Tamm

INDEXED

39 MAR 14 1946

EX-140

Mr. Clegg

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Tracy
Carson
Egan
Harbo
Hendon
Perrington
Quinn Tamm
Nease
Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/31/92 BY SP-5/bee

15 1946

THE DIRECTOR

3/11/46

THE JOINT COMMITTEE

SUGGESTION #90

EMPLOYEE: MR. E. C. HENDON

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

Section 10A, (4) b of the Manual of Rules and Regulations reads as follows: "By placing a notation on a fingerprint card which is submitted by a law enforcement officer requesting a copy or copies of the record be forwarded to the interested office. The forwarding of a letter is not necessary. When an Agent is present at the time fingerprints are recorded for an individual involved in a Bureau investigation he should personally ascertain that the necessary notation has been placed on the fingerprint card and see that the best obtainable set of fingerprints is forwarded to the Bureau. If the impressions are indistinct and incomplete, another set should be taken. In the event a better set may not be had on that date but it is believed that one may be had later while the individual is still in custody, suitable arrangements should be made with the law enforcement officer to take and forward that set to the Bureau also with the same notation. When the fingers or the finger ridges are temporarily damaged, this practice should be followed wherever possible. The submission of indistinct or incomplete prints may result in a failure to locate prior criminal history or in the failure to connect the current arrest with a later criminal record when other fingerprint cards are subsequently received for the individual. Each office should have a definite arrangement with the United States Marshal as well as the local law enforcement agencies of the larger cities providing that in all cases where Bureau subjects are fingerprinted the officer recording the fingerprints shall place a notation on the back of the card which he transmits to the Bureau requesting a copy of the record for the Bureau office. Field offices may obtain stamps carrying such a notation by requesting same of the Bureau. U. S. Marshals or local law enforcement agencies should not stamp fingerprint cards so a criminal record will be sent to an FBI office unless it is a matter within the jurisdiction of the FBI."

EMPLOYEE SUGGESTS: That the portions underlined above be eliminated.

ADVANTAGES:

1. These portions are merely verbiage and add nothing.

DISADVANTAGES: None

RECOMMENDATION: Unanimously favorable.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP50/160

EXECUTIVES' CONFERENCE ACTION: On March 12, 1946, the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford and Rosen in attendance, unanimously approved this recommendation.

Respectfully,
For the Conference

V
Clyde Tolson

EAT
E. A. Tamm

CC - Mr. Clegg

ROH:DW

AL:53

THE DIRECTOR

3/12/45

THE EXECUTIVE CONFERENCE

cc VETERANS ADMINISTRATION MATTERS

The Executive Conference today with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Nichols, Ladd and Rosen in attendance approved the attached letter to all Special Agents setting forth a list of the thirteen branch offices of the Veterans Administration and indicating the procedure which will be followed in referring cases to the Bureau.

Respectfully,

Clyde Tolson, Chairman

EAT
E. A. Tamm

Attachment

cc - Mr. Hendon
Mr. Clegg

6/2
#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE *8/31/92* BY *gsc/bce*

RECORDED
8102
INDEXED
11-XH

166-2554-4569
FBI
39 MAR 14 1945

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

64
MAR 18 1945

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO

DATE: February 27, 1946

FROM : I. W. CONRAD

SUBJECT: Police Radios in Bureau Automobiles

By letters dated January 21, 1946, and February 18, 1946, the latter of which is attached, the Louisville Office has requested a two-way radio set for installation in the car of the Resident Agent at Owensboro, Kentucky, to be used for two-way communication with Owensboro, Henderson and Madisonville, Kentucky, as well as Evansville, Indiana, Police departments.

According to information received, Chief of Police Vernie Bidwell, who is president of the radio association covering the radio network including the above police departments, is only too happy to cooperate in any way possible with any equipment installed by the Bureau. Chief Bidwell has also advised that if the equipment is received he will see that the equipment is properly installed and also see that it is properly maintained and repaired.

The Louisville Office advises that two-way radio equipment formerly installed in this Resident Agency car has been used on prisoner-of-war cases and in connection with NMVA cases. It was stated that the two-way equipment would in the future provide immediate contact with the Resident Agent from the Louisville Office to the police station at Owensboro, Kentucky, and that the equipment would be of utmost importance in carrying on the work of the Bureau in connection with bank burglaries, kidnappings, other emergencies, or when telephone facilities failed.

The above request was made for one amplitude modulation very high frequency mobile two-way unit for operation on the frequency of 30,700 kilocycles. The unit will cost approximately \$250.

RECOMMENDATION: It is recommended that purchase of this equipment be approved so that the Resident Agent at Owensboro, Kentucky, can continue to be in two-way radio contact with local police agencies.

Following the final decision in this matter, the Louisville Office will be appropriately advised, and should my recommendation be approved specifications will be forwarded to the Chief Clerk's Office for the purchase of the desired equipment.

Attachment

APPROVED BY EXECUTIVE CONFERENCE 3/5/46

Present - Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Ladd, Harbo, Mumford, and Rosen.

RWS:MEM
62-34250

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 2/3/92 BY [signature]

RECORDED

66-2554 4570

FBI

61 MAR 12 1946

50 APR 5 1946

INITIALS ON ORIGINAL - 12

ORIGINAL COPY FILED IN 62-34250-1173

THE DIRECTOR

March 6, 1946

D. M. LADD

~~CONFIDENTIAL~~

PROPOSED [REDACTED]

b2
b7E

The [REDACTED] has advised that there are sufficient [REDACTED] which could be used if [REDACTED] and [REDACTED] presently located in the [REDACTED] were of the Special Agent in Charge that because of the increased security and more efficient [REDACTED] Bureau approval be given to this [REDACTED]

b2
b7E

BASIS FOR REQUESTED [REDACTED]

b2
b7E

In addition to the increased security and more efficient operation, mentioned by the Special Agent in Charge [REDACTED] it was stated that the [REDACTED]

b2
b7E

[REDACTED] would be saved. The services of one Special Agent at least could also be utilized for other work if the [REDACTED]

According to the [REDACTED] a check has revealed that there are [REDACTED] which [REDACTED] is located. An [REDACTED] which could be used at the [REDACTED] within one of which is in the [REDACTED] which has only [REDACTED] other [REDACTED] being on the [REDACTED] and the [REDACTED] is located, could be used. Since this [REDACTED] within which the [REDACTED] will be more [REDACTED] it [REDACTED] which could be handled in [REDACTED]

b2
b7E

Approval has recently been given to the [REDACTED] from [REDACTED] within [REDACTED] to provide greater [REDACTED] At the present time, [REDACTED]

b2
b7E

RECOMMENDATION

RECORDED

EX - 31

57 MAR 14 1946

There is attached for your approval a letter to the [REDACTED] granting approval to [REDACTED]

[REDACTED] to [REDACTED] based upon their [REDACTED] personal recommendation that such a [REDACTED] and more [REDACTED] efficient operation. Several suggestions with reference to this [REDACTED] are set forth in this communication to assist [REDACTED]

b2
b7E

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

Attachment

Declassify on: OADR

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

~~CONFIDENTIAL~~

52 MAR 18 1946

ORIGINAL COPY FILED IN 66-18-2470

THE DIRECTOR

March 6, 1946

D. M. LADD

~~CONFIDENTIAL~~

PROPOSED [REDACTED]

b2
b7E

You will recall that upon the recommendation of [REDACTED]
Division that Bureau authority be given to [REDACTED] to
[REDACTED] Special Agent James L. Kirkland was directed to make
a survey to determine the feasibility of [REDACTED]

b2
b7E

A report has now been received from Mr. Kirkland, in which it was
stated that his survey indicates [REDACTED]
could readily be used for the desired purpose. [REDACTED]
has indicated complete cooperation should final authority [REDACTED]
be given by the Bureau. Certain recommendations were made by Mr. Kirkland
in connection with the [REDACTED] and are set forth in an attached
letter for [REDACTED]

b2
b7E

RECOMMENDATION

Based upon the survey of Special Agent Kirkland that the proposed
[REDACTED]
[REDACTED]
[REDACTED] there is attached for your approval a
letter to [REDACTED] granting authority to [REDACTED] and
containing therein certain suggestions and recommendations in connection with
[REDACTED]

b2
b7E

Attachment

JDD:cmw

ALL INFORMATION CONTAINED
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WHERE SHOWN OTHERWISE.

RECORDED

EX - 31

66-2554-4572
FBI
57 MAR 14 1946

Classified by [REDACTED]
Declassify on: OADR

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

18 1946

ORIGINAL COPIES FILED IN 66-2554-4572

COPY 170

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HANCO

DATE: FEBRUARY 15, 1946

FROM : I. W. CONRAD

SUBJECT: FIELD INSTRUCTIONS REGARDING EXTRA BATTERY
CAPACITY FOR FM-RADIO CARS

By means of instructions to all Special Agents in Charge, a project is in process for extending the operating time of the two-way mobile radio equipment when the car motor is stopped.

It is considered desirable that the Special Agents operating these cars be informed concerning the project since it affects their use of the equipment. In a similar manner, the Manual of Technical Equipment should be altered to reflect the necessary details of the additional battery capacity so that the Agents can refer to that manual when necessary. A bulletin to all Special Agents is considered necessary in addition to the technical manual changes since technical manuals are not issued to each Agent but are maintained in each Field Office in the ratio of about one for every ten agents.

RECOMMENDATION:

A proposed Bureau Bulletin and Technical Manual change are attached for approval.

Attachments

(Bulletin and Manual Change approved by Executive Conference 2/28/46 - Messrs. Tolson, Glavin, Tracy, Nichols, Clegg, Ladd, Mumford, Rosen, Hendon present).

329013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/92 BY SP5CJ/bce

RECORDED

66-2554-4573
F B I
61 MAR 15 1946

RWS:PJD
80-648

INITIALS ON ORIGINAL 55

Remains printed (5-10-46)
5/9/46 Jfa

56 JUN 11 1946

ORIGINAL COPY FILED IN

C O N T E N T S

Section One

Flashlights	11-1
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Signal Light	11-3
Portable Car Light	11-4
Ultra-Violet Lights	11-5
Test Lights	11-6
Pocket Testmeter	11-7
Hydrometer	11-8
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Extortion Switch	11-11
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Section Two

Microphones	25-1
*Briefcase Detectaphones	25-2
*Box Type Detectaphone	25-3
*Lafayette Amplifier	25-4
*Sound Power Phones	25-5
*Playback Units	25-6
*Aurex Detectaphone	25-7
*Power Detectaphone	25-8
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Section Three

Automobile Radios	32-1
National PRO Receiver	32-2
Hammarlund Super-Pro Receiver	32-3
Jecoy Package	32-4
(Deleted)	32-5
60-Watt Portable FM Station	32-6
Radio Truck	32-7
Other Receiving Equipment	32-8
Other Transmitting Equipment	32-9
FM Talkie-Talkie Transceiver	32-10

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY *[Signature]*

(typed March 8, 1946)

**PROPOSED CHANGE IN THE MANUAL
OF TECHNICAL EQUIPMENT.**

32-10-4

Turn the screw marked "DIAL LOCK" (17) to the left until the control marked "TUNING" (18) may be freely moved. Select the desired frequency channel (19) by operation of the tuning control, (18). The frequency on FM cars is slightly less than the line opposite "1" of the channel indicator. Operation on that frequency and on the frequency slightly less than the line opposite "5" of the channel indicator is authorized; no other "channel" setting may be used.

Turn the transceiver ON by turning the control marked "VOLUME" (20) to the right. Turn the knob marked "SQUELCH" to the right (21). In investigative application, ALLOW THE UNIT TEN MINUTES TO WARM TO MINIMIZE FREQUENCY DRIFT. This is not necessary for merely testing the equipment. With the volume control (20) well advanced to the right, turn the squelch control (21) to the left until a rushing noise is heard in the earpiece of the handset and then turn it to the right to the point where the rushing noise just stops. Setting the squelch control to the right beyond this point reduces the receiver sensitivity. This adjustment should be checked every hour and following every change in position or atmospheric conditions.

DO NOT PRESS THE BUTTON MARKED "PRESS FOR DIAL LIGHT & CALIB." (22) UNLESS ABSOLUTELY NECESSARY TO SEE THE DIAL DURING NIGHT OPERATION AND IN ANY CASE PRESS IT ONLY FOR A VERY SHORT TIME. The control marked "INDICATOR ADJUSTMENT" (23) is used for calibration of the unit which should be performed only by technically qualified personnel. The jack marked "RELAY" (24) must not be used.

Careful tuning of the transceiver to the two frequencies mentioned above is required. When operating the units with FM mobile, portable or fixed station radio equipment, further minor tuning may be necessary so that the FM Walkie Talkies will be clearly received by those FM radio equipments.

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/2007 BY [signature]

RWS:BVR

Technical Manual Revisions
Number 1
Series 1946

To all Offices:

Re: REVISED PAGES OF MANUAL OF TECHNICAL EQUIPMENT

There are enumerated below pages of the Manual of Technical Equipment attached hereto which have been revised. Revisions appearing on these pages may be noted by underlining. The date appearing at the bottom of the pages indicates the date of revision. The new pages should be inserted in the appropriate section and the old corresponding pages should be removed and appropriately destroyed in your office. ~~One of these cover letters~~ should be retained with each Technical Manual so that each Manual can be checked to determine whether or not revisions have been received.

Reprint of Table of Contents, first page

Reprint of 3R-1-4

Reprint of 3R-10-4

Remove and destroy section 3R-5

Attachment

Revisions printed (dated 5-2-46)

5/17/46 GJR

*Assembled & sent acc. for shipping
by Reg. 5-10-46 WJS*

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE *12/1/92* BY *SP2/BCE*

ENCLOSURE

RWS:BVR

66-2554-4573

COPY:FO

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : The Director

DATE: 3/11/46

FROM : D. M. Ladd

SUBJECT: COMMUNIST INFILTRATION OF RADIATION LABORATORY,
UNIVERSITY OF CALIFORNIA, BERKELEY, CALIFORNIA
(CINRAD); Internal Security - R.

The Bureau is in receipt of a teletype from the San Francisco Field Office advising that the Manhattan Engineer District Office at Oakland, California, has received instructions from their Headquarters in Washington, D. C., granting permission for them to transfer their case files on individuals and organizations to the San Francisco Field Office. The files of the Manhattan Engineer District at Oakland, California, consist of eight filing cabinets, of which two contain Bureau reports and other correspondence. The Oakland, California, Manhattan Engineer District Office is moving to the University of California on March 25, and they claim that security cannot be guaranteed these files at the University of California. The Manhattan Engineer District plans to retain only a summary card index to these files which they will place in a safe in their office and will personally check these files at the FBI Office when detailed information is desired. These files are arranged alphabetically and are in a condition which the San Francisco Office could utilize without additional indexing. The San Francisco Office requested instructions as to whether they should accept these files.

I recommend that the San Francisco Office be instructed to accept these files and maintain them in a separate unit in their office as they no doubt will be of material benefit in connection with the investigation of this case or may have background data on persons working on the project who may later come under the investigative jurisdiction of the Bureau. If you approve, there is attached hereto a teletype to the San Francisco Office advising them to accept these files and to retain them in the same filing cabinets as a separate unit.

Attachment

Approved by Executives Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Rosen, Ladd, Nichols, Hendon, and Mumford attending, 3/12/46.

JKH

Director's Notation: "OK H."

JCS:ET

4-323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/21/92 BY SPSC/LCC

RECORDED

66-2554-457
F B I
80 MAR 18 1946

59 MAR 19 1946

INITIALS ON ORIGINAL

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-E

EMPLOYEE: SAC L. E. CONROY
NEW YORK FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg
R. G. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: Section 6F (17) of the Manual of Rules and Regulations requires that Special Agents operating in the headquarters city shall return serials charged out to them within 15 days after they are charged out while providing that Special Agents on road trips and Resident Agents might retain such serials for a 45-day period. It was suggested that this rule be changed to provide that all Agents, irrespective of their assignments, may retain serials for a 45-day period.

ADVANTAGES:

1. Save considerable clerical time in charging, recharging and filing serials.
2. Agents even working in headquarters city find it impossible to complete their investigations in the ordinary course of things within a 15-day period.
3. Desirable uniformity in the handling of the charging out of serials will be achieved inasmuch as the same rule will apply to all Agents.

DISADVANTAGES:

1. There may be a tendency to keep serials out of the files unnecessarily within the 45-day period.

RECOMMENDATION: Unanimously approved.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd.

43230/3
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/3/92 BY SP-6/PC

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully
For the Conference
RECORDED & INDEXED
EX-11 INDEXED
307
39 MAR 15 1946

Clyde Tolson

E. A. Tamm

54 MAR 20 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #65-J

EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD OFFICE

MARCH 8, 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/31/92 BY 352/bce

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: Section 68 (h) of the Manual of Rules and Regulations provides that when non-expendable property is taken from a field office for use on a plant or technical surveillance notations indicating a place at which an item is being used, the date of transfer, and the initials of the employee handling the transfer are to be made opposite the item on form cc-103, which is the annual inventory. It has been suggested that this be changed to read as follows: "When non-expendable property is taken from a field office for use on a plant or technical surveillance, it should be charged out on the charge-out record of non-expendable property (FD-79) indicating the place where the item is being used, date of transfer and the initials of the employee handling the transfer."

ADVANTAGES:

1. The charge-out record of non-expendable property is used for temporary charge-outs for the field office to individual Agents of non-expendable items, such as cameras, firearms and other technical equipment. To be uniform, all non-expendable items of inventory charged to an Agent through a property receipt should be reflected on this form at one place in the office.
2. There is no purpose served through having the notations on the annual inventory sheet.
3. Clerical time will be saved and consistency in clerical operations maintained through handling all such items in one way.
4. It will provide a ready means of making checks from time to time relative to all non-expendable property which is not in the office.

DISADVANTAGES:

None

RECOMMENDATION: Unanimously favorable.

RCH:ER

RECORDED

&
INDEXED

66-2534-4576
39 MAR 18 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

3/14/46 Unanimously approved by the
Executive Conference consisting of
Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Egan, Nichols

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #77-G

EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 3/31/92 BY 855/1622

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That field offices no longer be required to maintain logs, which are now maintained on Bureau form FD-81, of teletypes and telephone calls.

ADVANTAGES:

1. It is not possible to check time and charges on these logs and hence the logs have extremely limited usefulness as a check against the bill submitted by the telephone company.
2. Inaccuracies are very likely to creep into such logs and hence they are not reliable as evidence of all calls or teletypes placed or received.
3. Experience has shown that records maintained by the telephone company regarding such matters are highly accurate and the possibility of errors which might creep in is not sufficient to maintain the logs.
4. If errors do occur in the bill submitted by the telephone company, they are as likely to be in our favor as against us and hence will balance each other over a long period of time.
5. The elimination of these logs would be a step in the reduction of red tape since another administrative procedure would be abolished.

DISADVANTAGES:

1. The logs at least give some record by which the Bureau can verify the placing of teletype and telephone messages.

EX-11

RECOMMENDATION: Unanimously favorable

RECORDED & INDEXED

39 MAR 18 1946

ES:ELW

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - The Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd unanimously approved the suggestion and further recommended the discontinuance of form FD-58 which is a temporary 3 x 5 form from which the material is recorded on FD-81 and which serves no other purpose.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

34 MAR 20 1946

THE DIRECTOR

March 14, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of March 13, 1946, consisting of Messrs. Tolson, Clegg, Nichols, Tracy, Harbo, Rosen, Mumford, Hendon and Glavin considered the desirability of closing the Norfolk Office and combining it with Richmond.

For the Director's information, there are 584 cases pending in the Norfolk Division at the present time and 780 cases pending in the Richmond Division. Of the 584 cases pending at Norfolk, 525 are in the regular investigative category. From a review of the work pending, it is noted that there is a good spread of regular investigative work at Norfolk.

The Conference recommends, therefore, that further action, looking toward the closing of the Norfolk Office, be held in abeyance at this time and further consideration be given to this matter on June 1, 1946.

Respectfully submitted,
FOR THE CONFERENCE

cc - Mr. Clegg
Mr. Hendon

Clyde Tolson E. A. Tamm

WRG:val

EX-11

RECORDED

166-2554-4578

MAR 18 1946

INDEXED

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP-1/PC

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #77-B

EMPLOYEE: SAC E. SCHMIDT
CHARLOTTE FIELD DIVISION

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/30/92 BY *[Signature]*

MEMBERS PRESENT:

H. H. Clegg
R. G. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

1. That ~~"Supervising Office"~~ replace the expression ~~"Office of Origin"~~ in Bureau terminology.
2. That any printed report forms containing the words "Office of Origin" be used up, but when new forms are printed they be changed in accordance with suggestion one.

ADVANTAGES:

1. The term "Office of Origin" is inaccurate and misleading inasmuch as it is used in many instances to refer to offices where in reality the case did not originate.
2. The term "Supervising Office" would clearly denote which office has the responsibility of supervising the case, and it is more descriptive of the true responsibility.
3. Unnecessary expense should be avoided by using up any printed forms already in existence.

DISADVANTAGES:

1. It will be necessary to train the Agents in the use of the new terminology.
2. This change would also initiate many changes in the wording of manual provisions.

RECOMMENDATION: Unanimously favorable.

53:ELW

EXECUTIVES' CONFERENCE CONSIDERATION:

EX-21
3/14/46
MAR 18 1946
Mr. Clegg and Mr. Hendon are in favor of the suggestion. The remainder of the Conference consisting of Messrs. Tolson, Tracy, Harbo, Mumford, Rosen, Nichols and Ladd are opposed to the suggestion upon the basis that no particular purpose would be served by the change.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ECH:DW

51 MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 3/31/92 BY [signature]

SUGGESTION 477-A

EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

Section 11A (1) Paragraphs c and d of the Manual of Rules and Regulations makes provision that in certain classifications of cases no investigative report should be submitted, but instead a brief memorandum for the appropriate file should be prepared when all of the following circumstances exist:

1. When the investigation would have been included in an initial opening and closing investigative report.
2. Where no process was issued.
3. Where the inquiry did not originate on the basis of a request from the Bureau or from another governmental agency in the field direct to the field office.
4. Where the information developed was negative and no special reason exists for advising the Bureau. It is suggested that this rule be extended to all classifications of cases.

ADVANTAGES:

1. Uniformity will be achieved and confusion avoided as between cases which can and cannot be closed by memorandum.
2. Where information is negative and no special reason exists for advising the Bureau, there appears to be no particular necessity for submitting an investigative report regardless of the classification of the case.
3. Economy will be achieved inasmuch as useless investigative reports will be eliminated.
4. The exceptions are so general that they will fully protect the Bureau in providing that reports of interest will be submitted.

DISADVANTAGES:

1. Discretion is placed on field supervisory personnel to decide in what instances material will not be brought to the Bureau's attention with the slight chance that an error in judgment may lead to information of value not being incorporated in a report.

RECOMMENDATION: Unanimously favorable.

CONFERENCE CONSIDERATION:

3/14/46 - The Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon and Ladd unanimously approved the

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

suggestion with the provision that cases could be closed adminis-
tratively except that the rule does not authorize closing adminis-
tratively any case which has background information of possible
intelligence value.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

OK
cc - Mr. Hendon

ECH:DW

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-G

EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

#923013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP52/bce

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: Section 6G (5-H) of the Manual of Rules and Regulations sets out what shall be shown on assignment cards and states that it is permissible to use the letters "G," "J," "R," and "I" etc. to indicate the nationalistic tendency of the subject of the report. It has been suggested that there be added to this provision "in espionage and internal security cases."

ADVANTAGES:

1. Present instructions are not clear and the change would indicate definitely that such letters are to be used in espionage and internal security cases where they are pertinent.

DISADVANTAGES:

None

RECOMMENDATION: Unanimously approved.

RCR:ER

EXECUTIVE CONFERENCE CONSIDERATION: 3/14/46 - The Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd unanimously recommended the adoption of the suggestion, recommending, however, that the wording provide that the letters "G," "J," "R" and "I" to indicate the nationalistic tendency of the subject of the report can be used on the assignment cards "in security type cases."

Respectfully,
For the Conference

Clyde Tolson

RECORDED

INDEXED

56 MAR 19 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

FOREIGN FIREARMS

March 14, 1946

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5 C/PCW

The Conference, consisting of Messrs. Tolson, Tracy, Hendon, Clegg, Mumford, Rosen, Harbo on March 14 considered the matter of acquiring foreign firearms. The Laboratory has already acquired quite a number of such weapons and is continuing its efforts with a view to obtaining a complete collection for reference use.

We presently have on hand requests from three field offices (Savannah, Omaha, and Baltimore) that the Bureau arrange to obtain from the Ordnance Division of the War Department a number of foreign firearms to be used by the field offices in connection with their police conferences in April. The Conference was unanimously of the opinion that it would be desirable to endeavor to obtain 8 sets of approximately 12 or 14 foreign firearms from the War Department. It is proposed that one set would be allocated to the Quantico Academy for training purposes. Another set would be available to be placed in a display case for Bureau exhibit purposes in connection with tours. The remaining six sets would be maintained in shipping cases ready for shipment to any of the field offices which desire to use them in connection with police conferences.

The guns received from the War Department for shipment to the field offices would be rendered inoperative upon receipt from the War Department.

If you approve, steps will be taken to obtain 8 sets of the following firearms, or as many of them as are available:

	MAKE	CALIBER	MODEL
GERMAN	Walther	9 mm	P-38
	Luger	9 mm	08
	Kauser (Machine Pistol)	7.63 or 9 mm	With stock holder
	Walther	.32 or .380	PP or PPK
	Schmeisser	9 mm	MP 38 (Parachute model)
	Rifle	7.92 mm	
JAPANESE	Nambu	8 mm	
	Nambu	7.7 mm	
	Arisaka	6.5 mm	
ITALIAN	Beretta	9 mm short	1934
	Glisenti	9 mm	1910

RECORDED 417

INDEXED

2164 (1934)

39 MAR 18 1946

1934
1910

(Continued)

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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	<u>MAKE</u>	<u>CALIBER</u>	<u>MODEL</u>
<u>RUSSIAN</u>	Nagant	7.62	
	Tokarev	7.62	
<u>BRITISH</u>	Sten	9 mm	

Respectfully,
For the Conference

✓
Clyde Tolson

EAT
E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RTH:AF

THE DIRECTOR

MARCH 14, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Tracy, Hendon, Ladd, Mumford, Rosen, Harbo and Glavin, considered a suggestion submitted by Mr. Boyer of the Identification Division concerning working hours in the Identification Division during the summer months.

It was pointed out to the Conference that Mr. Boyer, an employee in the Technical Section, recommends that the hours for the Identification Division be changed to 8:00 a.m. to 4:30 p.m. for the months of May through September, inclusive. He made this recommendation due to the intense heat in the Armory during the summer as there are no air conditioning units there and he has noticed that the heat of the day is greatest at 4:30. He felt that the Bureau would benefit greatly if the hours were changed.

Mr. Tracy concurred with this recommendation. It was pointed out that if it becomes excessively hot during the coming summer and it becomes necessary to dismiss the employees, we would gain an hour of work for each day they must be dismissed due to the excessive heat. There would still be a coverage from 4:30 p.m. -- the skeleton midnight force.

The Conference was unanimous in agreement that the hours be changed from the present 9:00 a.m. to 5:30 p.m. to 8:00 a.m. to 4:30 p.m. during the months of May through September.

Should the Director agree, appropriate arrangements will be made with Mr. Tracy concerning these hours.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5CJ/bca

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CC: Mr. Clegg
Mr. Hendon

54 MAR 20 1946
WRG:AB

106-2554-4583
RECORDED
INDEXED
MAR 18 1946
EX-6

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-C

EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY 852/bce

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the manuals specifically require that 1-A exhibits be placed as the first serial in the first section of the case file and that green sheets utilized for the description of bulky exhibits be serialized as 1-B and placed in the first section of the file immediately adjacent to the 1-A envelope. Each subsequent green sheet should be serialized 1B1, 1B2, etc. and placed adjacent to each other in numerical order. At the present time 1-A envelopes containing small exhibits, such as written statements, are ordinarily placed as the first serial in the first section of the case file; however, this is not always uniform and upon occasions small exhibit envelopes are placed as the first serial in subsequent sections. At present the original of green sheets on bulky exhibits will be scattered throughout the various sections of a file since they are filed in chronological order.

ADVANTAGES:

1. A uniform practice would be established in handling 1-A exhibits so that anyone wanting to review such exhibits would know exactly in what section of a file they could be located.
2. Green sheets on bulky exhibits would be located at one place in the file preventing the necessity for Agents to make a search of a large number of sections of a file to determine what exhibits were available.
3. It is logical that the presence and listing of all exhibits should be in one place in the file.
4. It would make it much easier to check the bulky exhibits at the time the case is closed to determine whether they should be disposed of since it could be done very quickly without searching through many serials and many sections.

DISADVANTAGES:

1. It would require clerical employees to dismantle the first section of any file whenever a new bulky exhibit were received.
2. The description and the reflection of the location of the bulky exhibit would not ordinarily be immediately adjacent to the serial or report referring to the exhibit material.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECOMMENDATION: Unanimously approved.

RCH:ER

EX-27

166-2554-4584

EXECUTIVES' CONFERENCE CONSIDERATION:

3/14/46 - Mr. Tracy was opposed upon the basis that it is better to have the green sheet covering bulky exhibits next to the serial referring to it.

Messrs. Tolson, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd are in favor of the suggestion.

Respectfully,
For the Conference

OK
p.
Clyde Tolson

EAC
E. A. Tamm

CC - Mr. Clegg

RCH:DW

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION 165-H

EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD OFFICE

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5C/6cc

MEMBERS PRESENT: H. H. Clegg
R. G. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That Section 6A of the Manual of Rules and Regulations dealing with firearms be written over and rearranged to read as follows:

- (1) Special Agents in Charge are required to maintain an adequate supply of firearms and ammunition in each field office.
- (2) Firearms are issued to qualified employees for use on official business.
- (3) Special Agents are personally responsible for the maintenance in good condition at all times of firearms issued to them.
- (4) Should not be changed.
- (5) Should not be changed.
- (6) Should not be changed.
- (7) Firearms should be unloaded before shipment.

ADVANTAGES:

1. While no change in policy is involved, it is merely a change in wording to more succinctly and properly word present requirements.
2. The old instructions indicate that "pistols" are issued to employees who are qualified to handle them which is not accurate since all types of firearms are so issued.
3. Likewise, the old instructions indicated that firearms are issued to employees for use "in investigative work" where it is believed that the word "on official business" is more descriptive.

DISADVANTAGES:

None

RECOMMENDATION: Unanimously approved.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd.

3/14/46 - Unanimously approved by the Executive Conference consisting of

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RCH:ER
MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-K

EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYER SUGGESTS: That Section 62 of the Manual of Rules and Regulations dealing with gasoline rationing should be eliminated.

ADVANTAGES:

1. These provisions are no longer pertinent since the end of gasoline rationing.

DISADVANTAGES:

None.

RECOMMENDATION: Unanimously approved.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd.

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 3/31/92 BY SP-2/6-00

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

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MAR 18 1946

EX-21

54 MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE EXECUTIVE CONFERENCE

On March 8, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Nichols, Harbo, Tracy and Glavin, considered a suggestion submitted by Mr. Harbo that the Bureau endeavor to purchase smocks for the laboratory technicians.

Mr. Harbo pointed out that laboratory technicians in the performance of their regular duties at many times handle chemicals and acids which spot their regular clothing if smocks are not worn. He further pointed out that the Bureau has not purchased smocks for several years and that the technicians, if they are to secure smocks at the present time, necessarily would have to pay approximately \$4.00 a smock for such articles of clothing. It was further pointed out that the wearing of smocks is essential in the laboratory. Mr. Harbo stated that the utilization of this particular piece of clothing is to the advantage of the Bureau, he pointing out that there is a possibility of contamination particularly of blood specimens which is reduced through the wearing of regular laboratory smocks. Mr. Harbo further pointed out that a representative of the Bureau had previously discussed this matter with Judge Holtzoff and although the Judge felt that smocks would be considered part of a personal wearing apparel of the employees in the laboratory he, Judge Holtzoff, thought that the problem could be explored further since there was a possibility that smocks could be secured.

For the Director's information, the matter of smocks has been taken up on a number of occasions before the Executive Conference and during the past several years the Executive Conference opposed the purchase of smocks for its personnel. Requests have been made by the laboratory, the Administrative Division for its employees in the Mechanical Section, by Mr. Tracy in the Identification Division for the employees in the Duplicating Section and by Mr. Nichols for certain of the employees in the ^{Records} Section. In the past it has been brought to the attention of the Conference that the decisions of the Comptroller General have stated that articles of wearing apparel to be utilized by Government employees in the performance of their regular duties cannot be purchased with Government funds. It was pointed out to the Conference that an effort had been made to purchase nurses uniforms and that a decision had been rendered by the General Accounting Office that such uniforms could not be purchased with Government funds since they were essential to proper performance of duties to the nurses in their profession.

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY [signature]

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 MAR 20 1946

Executive Conference Memorandum for the Director

- 2 -

The Conference feels at this time that a decision should be secured from the Comptroller General as to whether smocks could be purchased by the Bureau for the use of its laboratory technicians. It is felt that the request to the Comptroller General, which under regulations should be signed by an Authorized Certifying Officer, should cover not only smocks for the laboratory but also other smocks which necessarily must be used by employees.

For the Director's information, certain of the employees both in the laboratory and in other sections of the Bureau have purchased smocks in the past. We also have some smocks still in use which were purchased by the Bureau several years ago. The original purchases of smocks made by the Bureau were purchased on the basis that the smocks would be maintained by the Bureau and would not be assigned to any specific employee.

Should the Director approve, the attached memorandum will go forward to the Department.

Respectfully submitted,
FOR THE CONFERENCE

✓
Clyde Tolson

OK
h
E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #77-D

EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5C/bcc

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

1. That Section 11C (1) of the Manual of Rules and Regulations be changed so that the complete title will not be required in closing reports.
2. That this Section be changed so that the complete title will not be required in "Changed" title reports.
3. That this Section which now requires that the complete title be set forth in a report sent to an office which has not received a previous report setting forth a complete title be changed to provide that the complete title shall be required in a report sent to an office which has not received a previous report setting forth the complete title where this information is necessary or useful to the investigation.

ADVANTAGES:

1. A great deal of clerical and stenographic time will be saved in connection with the preparation of reports, particularly those where the title is extremely lengthy.
2. No particular necessity exists for showing the complete title in the situations listed above inasmuch as a previous report showing the complete title has already been submitted, and since any changes made in the title are clearly explained in the first paragraph of the details of the report it is obvious what the correct title of the case is.
3. It will not affect complete indexing at the Seat of Government.
4. A great deal of time will be saved in unnecessary indexing in auxiliary offices which do not have and will never have any interest in the names of the subjects.
5. The dictating agent and the reporting office are qualified to judge when it is necessary to furnish the complete title to an auxiliary office in an initial report and if the full title is found to be necessary, the auxiliary office can easily obtain it through request of the reporting office.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

&
INDEXED

66-2554-4588

11-2019 MAR 15 1946

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MEMORANDUM FOR THE DIRECTOR

DISADVANTAGES:

1. It would create a lack of uniformity in the manner of setting forth titles.
2. Possibility that error will creep in in connection with titles that are not brought up-to-date currently when there is a change.
3. Too much discretion is placed in the reporting office in deciding what subjects shall or shall not be indexed in the auxiliary offices.
4. It might require considerable research and review of files to determine the correct name and serials of all subjects, particularly in voluminous cases.

RECOMMENDATION: Unanimously favorable.

ES:ELW

EXECUTIVES' CONFERENCE CONSIDERATION:

3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Eosen, Nichols and Ladd.

Respectfully,
For the Conference

Glyce Tolson

E. A. Tamm

OK
h/

CC - Mr. Clegg

ROH:DW

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #77-F

EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP2/bce

MEMBERS PRESENT:

H. B. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That communications from the Bureau to field offices on U. S. Memorandum Form show the address "From Director, FBI" instead of from "J. Edgar Hoover, Director, Federal Bureau of Investigation."

ADVANTAGES:

1. In view of the fact that such communications are within the Bureau, it is not necessary to show the Director's name or the lengthy appellation designating Federal Bureau of Investigation.
2. Considering the large number of memorandum communications going to the field considerable saving in stenographic and typing time will be the result over any extensive period of time.
3. It will effect more consistency in intra-Bureau correspondence since by present rules letters addressed from the field to the Bureau on this same form merely set out "Director, FBI." Most letters to SAC's are addressed "SAC, Charlotte."

DISADVANTAGES:

1. Outgoing communications to other government agencies are prepared in the Bureau on the same form on which it is necessary to set out the Director's name and the full name of the Bureau. A change in the present practice will make it necessary for the stenographic personnel at the Seat of Government to follow different practices on outgoing communications to the field and to other agencies.

RECOMMENDATION: Unanimously favorable.

ES:SN

EXECUTIVES' CONFERENCE CONSIDERATION:

3/14/46 - Unanimously approved by
the Executive Conference with Messrs.
Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd
in attendance.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Mumford
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg 62

RECORDED
Respectfully,
For the Conference
INDEXED

Clyde Tolson

E. A. Tamm

54 MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-L

EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD OFFICE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP-2/6

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That paragraphs one and two of Section 7-B of the Manual of Rules and Regulations be changed to read as follows:
"Investigative information desired from an individual located in another field division shall be obtained through that office unless extraordinary haste requires direct communication. When the exigencies of a case, emergencies or economy and common sense dictate, an employee may enter an adjoining field division when authorized by his Special Agent in Charge. The Special Agent in Charge of the field division which is entered shall be advised immediately. It is not necessary to forward a copy of the report on investigations so made to the field office whose territory was entered."

ADVANTAGES:

1. These changes eliminate the requirement that when investigative information is obtained from an individual located in another field division that office is to be advised of all facts and furnished a copy of the telegram or teletype letter or synopsis of the telephone conversation covering the inquiry. It further eliminates the requirement that the Bureau be advised when a Special Agent enters an adjoining field division.
2. The rule presently is seldom abided by because no purpose is served either through furnishing the information to the adjoining office or in advising the Bureau of entry into an adjoining field division.
3. Unnecessary correspondence to the Bureau will be eliminated because no purpose is served through the New York Office's advising the Bureau when its Agents must travel over into the immediately adjoining area within the Newark Office.

DISADVANTAGES:

1. Instances might conceivably arise where it would be of some advantage to the Bureau or Agent in Charge of an adjoining office to follow the present rule.

RECOMMENDATION: Unanimously approved.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, and Ladd.

Respectfully,
For the Conference

CLYDE TOLSON

E. A. TAMM

RGH:DR

4 MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-D

EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY *eg/sem/bec*

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: Section 6F (15) of the Manual of Rules and Regulations states that all official files shall remain in Bureau offices except in cases of imperative necessity when prior authorization for their removal shall be obtained from the Special Agent in Charge and that "this rule shall apply also to the removal of papers from an individual file." A recommendation has been made that the last sentence of this section, quoted above, be deleted.

ADVANTAGES:

1. The sentence is inaccurate since it has never been required that specific authority be obtained from the SAC for the removal of serials from a file for their necessary use in the investigation or trial of a case.
2. It is often necessary in the trial of a case to remove exhibits, papers, signed statements, etc. from the files and take them from the office to the United States Attorney without specific approval of the Agent in Charge.
3. If literally applied, the rule would mean that no serial could be charged out without first obtaining specific approval from the Agent in Charge.

DISADVANTAGES:

None.

RECOMMENDATION: Unanimously approved.

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd.

Respectfully,
For the Conference

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
INDEXED
Clyde Tolson
EX-21

67
66-2554-4591

RCH:DW

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-A

EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5CJ/bce

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That Section 6E (2) of the Manual of Rules and Regulations, paragraph A, be changed to read as follows: "The name and aliases of each subject of an investigation, ~~Identification Order, or~~ Wanted Flyer. Separate index cards shall be made for each name and alias and the Identification Order or Wanted Flyer number shall be placed on each card."

ADVANTAGES:

1. This will bring up to date in the Manual existing instructions previously issued through the Clerical Manual on January 22, 1945, to include provisions relative to Wanted Flyers.

DISADVANTAGES:

None

RECOMMENDATION: Unanimously favorable.

RECH:LR

EXECUTIVES' CONFERENCE CONSIDERATION:

3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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54 MAR 20 1946

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&
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EX-5

66-2554-4592

ps
THE DIRECTOR

3/14/46

THE EXECUTIVES' CONFERENCE

~~NEW AGENTS' CLASSES~~

The Executives' Conference on March 6, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg, unanimously recommended that the New Agents' Classes beginning on March 18th be held from 9:00 A.M. to 6:00 P.M. daily with one hour for lunch and no Saturday or Sunday classes.

It had been recommended that schools be held Saturday and on alternate Sundays but since it was pointed out that there would be a requirement for compensatory leave at the end of the school there would be no savings to the Bureau and therefore the unanimous recommendation for regular hours 9:00 to 6:00 daily five days a week was submitted.

Respectfully,
For the Conference

✓
Clyde Tolson

6/17
E. A. Tamm

RECORDED
&
INDEXED

166-2554-4593
31 MAR 18 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY [signature]

EX-21

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:PJ

62
30 MAR 20 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-B

EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

#3230-13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5C/KC

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

Section 6f (3) of the Manual of Rules and Regulations deals with the handling of matters placed in zero files and sets out specific instructions as to how such material is to be serialized. The last sentence reads as follows: "It is realized that this may require a small amount of additional time for filing but it will facilitate review of previous correspondence relating to the same individual, require fewer volumes of an "O" file to be withdrawn from the file cabinets for a Special Agent to review, and, when necessary, make the initiation of a new, separate file on the subject easier." It is suggested that the last sentence, quoted above, be eliminated from this Manual section.

ADVANTAGES:

1. The instructions are explicit and this sentence is merely unnecessary explanation and serves no purpose.

DISADVANTAGES:

None

RECOMMENDATION:

Unanimously approved.

RECH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

3/14/46 - Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols and Ladd.

Respectfully,
For the Conference

Clyde Tolson

RECORDED & INDEXED

E. A. Tamm

66-2554-4594
22 MAR 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm

Clegg

27 1946

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-F

EMPLOYEE: SAO E. E. CONROY
NEW YORK FIELD OFFICE

#323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/31/92 BY SP5/bcc

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: Section 6F (19) of the Manual of Rules and Regulations provides that when a serial or file requested by an Agent is not available a clerical employee in the Chief Clerk's Office is to fill out a routing slip and send it to the Agent requesting the file, advising him of the fact that the file is charged out, but will be routed to him upon its return. It was suggested that this provision be eliminated.

ADVANTAGES:

1. It will save a great deal of clerical time since it is now necessary for the clerks to fill out these routing slips in a large number of cases where the files are out on tickler or charged to other Agents.
2. No purpose is served by the requirement since it is obvious to the Agent not immediately receiving the file that it is charged out or for some other reason is not available to him.
3. Other provisions require that when the serial or file is available it is to be sent to the Agent without an additional request from him.

DISADVANTAGES:

1. At present the Agent is specifically informed that the file is not being sent to him because it is unavailable while if the rule is changed this must be assumed.
2. The failure to receive notification that a file is not available might be used as an excuse by an Agent for failure to take necessary action.

RECOMMENDATION: Unanimously approved.

RCH:ER

RECORDED
&
INDEXED

166-2554-4595
31 MAR 18 1946

EXECUTIVES' CONFERENCE CONSIDERATION:

3/14/46 - Messrs. Tracy, Rosen and
Harbo, Hendon, Clegg, Nichols and Ladd recommend the adoption of the
suggestion.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

4 MAR 20 1946

THE DIRECTOR

3/15/46

THE EXECUTIVES' CONFERENCE

NA APPLICANT - 32ND SESSION

The Executives' Conference on March 14, 1946, those present being Messrs. Tolson, Glavin, Harbo, Hendon, Nichols, Ladd, Rosen, Mamford, and Clegg, gave consideration to the application of Mr. Russell Edgate of Middletown, New York, Police Department and his investigation was entirely favorable except that he had a reducible hernia and wears a truss. His doctor has stated that he is physically active. His department has already appropriated the funds for his attendance and Assistant SAC Belmont of the New York Office advises that if he can attend it will be a matter of the Middletown, New York, Police Department being almost a part of the FBI as far as cooperation is concerned and if he does not attend it will interfere with cooperation in the future.

The Executives' Conference unanimously recommended that this individual be permitted to attend.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RECORDED & INDEXED
37 166-2554-4596

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY SP5CJ/b

31 MAR 18 1946

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:PJ 8/62

54 MAR 20 1946

THE DIRECTOR

3/14/46

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Glavin, Rosen, Hendon, Mumford and Tracy on March 13, 1946, considered a suggestion that the "Obsolete" file in the Identification Division be renamed.

The "Obsolete" file is a separate file consisting of the fingerprints of those persons fifty-five years of age and over and is maintained as a separate file in view of the infrequency in which persons in this age group are arrested. The maintenance of the file helps in reducing the number of prints in the criminal file proper. The same type of file is being started in the noncriminal file.

The Conference was unanimously of the opinion that the designation "Obsolete" should be dropped and recommends that it be referred to as the "Reference" file. The designation to be used on index cards and fingerprint cards will be Ref. Stamps will be prepared if the suggestion is approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 8/31/92 BY 832/bee

cc - Mr. Clegg
Mr. Hendon

SJT:obp

RECORDED
&
INDEXED
EX-2

166-2554-4597
IF IS E
31 MAR 18 1946

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

54 MAR 20 1946

THE DIRECTOR

3/14/46

THE EXECUTIVES' CONFERENCE

COUNSELORS FOR THIRTY-SECOND SESSION
FBI NATIONAL ACADEMY

As counselors for the 32nd Session of the FBI National Academy beginning April 8, 1946, it being recommended that the customary procedure of having one experienced counselor and one inexperienced counselor be approved, the Executives' Conference on March 13, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen, Hendon and Clegg, recommended unanimously as follows:

For Experienced Counselor - first choice - Morris A. Ruebright,
Memphis Office
second choice - Samuel D. Smith, Charlotte
Office
For Inexperienced Counselor - first choice - James E. McArdle, Chicago
Office
second choice - Calvin B. Howard, Newark
Office

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/82 BY SP5CJ/bce

RECORDED
INDEXED
175

166-2554-4598
13
31 MAR 18 1946

cc - Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

54 MAR 20 1946

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

RTM:VH 66-6200-42

TO : The Director

DATE: 3-5-46

FROM : A. ROSEN

SUBJECT: DESERTERS - RECORDS AT ORGANIZATIONS
RECORDS BRANCH, ADJUTANT GENERAL'S OFFICE,
SAVANNAH, GEORGIA

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 8/31/92 BY *gpc/lce*

In Bureau Bulletin 45, Series 1945, issued July 18, 1945, Subsection b, the field was advised that while no personnel records of value could be located at the above place, that organization records were maintained in the above branch of the Adjutant General's Office.

The Bureau is now in receipt of a letter from the Savannah Division reflecting that all organization records heretofore maintained at Savannah, Georgia, are now being moved to the National Archives, Washington, D. C., and Saint Louis, Missouri. All organization records subsequent to 1938 will be available in the future at the Adjutant General's Office, Saint Louis, Missouri, and those in the year 1938 and earlier will be maintained at the National Archives, Washington, D. C.

ACTION RECOMMENDED

It is recommended that the attached Bureau Bulletin, which sets out the new location of these records, be issued to the field.

ADDENDUM: AR:ww 3-12-46. The Executive Conference today approved the attached Bureau Bulletin, with Messrs. Tolson, Glavin, Tracy, Harbo, Mumford, Nicholas, Ladd and Rosen in attendance.

Director's notation: "OK RB"

RECORDED

F B I

80 MAR 18 1946

EX-2

ORIGINAL COPY FILED IN 66-6200-42-131

THE DIRECTOR

EXECUTIVES' CONFERENCE

~~CONFIDENTIAL~~

March 15, 1946

The Executives' Conference, March 6, 1946, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present considered the suggestion of SAC Schlenker of San Juan that the files of that office entitled "Foreign Travel Control" which consist of seventeen volumes composed almost exclusively of copies of radiograms transmitting lists of passengers traveling to the United States via Pan American Airways be destroyed. ~~(S)~~

A Destruction of Bureau Property
The Conference unanimously recommended that such material be destroyed. There is attached hereto a letter to Mr. Schlenker accordingly.

Attachment

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

HMC:hmm

RECORDED
INDEXED

166-2554-4600
31 MAR 19 1946

~~ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.~~

Classified by *SP5/BJC*
Declassify on: OADR

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

~~CONFIDENTIAL~~

THE DIRECTOR

March 15, 1946

EXECUTIVE CONFERENCE

~~COMMUNIST MEMBERSHIP INDEX~~

~~ADMINISTRATIVE AID TO NATIONALISTIC TENDENCY CHARTS~~

In his inspection of the Cleveland Field Office, Assistant Director E. J. Connelley found that office maintaining an index consisting of approximately three thousand cards of five by eight inch size, containing identifying data, including the pictures of the various members of the Communist Party in that district. These cards are maintained as an administrative aid for the nationalistic tendency charts on Communist organizations and also for ready reference purposes concerning the background, occupation, affiliations, and identification of the various Communist Party members. They include, of course, all Communists who are included in the Security Index File and those whose names appear on the nationalistic tendency charts and, in addition, others who are of interest but not of sufficient importance to include on the chart or in the Security Index File. The Cleveland Office has also noted on the back of each of these cards the dates of reports submitted and has been using the cards to some extent in following the actual investigations.

The Executives' Conference, with Messrs. Tolson, Glavin, Tracy, Harbo, Clegg, Hendon, Ladd, Rosen, and Mumford in attendance, considered this matter and was unanimous in concurring that these cards are justified and serve a useful purpose. It is, therefore, the unanimous opinion of the Conference that the Cleveland Office should be authorized to retain them but should be instructed to discontinue the notations relative to the submission of reports since that information already appears on the assignment cards and this file should not be used for supervision of cases.

There is attached for your approval a letter to the Cleveland Office if you concur.

Respectfully,
For the Conference

RECORDED

EX - 87 INDEXED
CLYDE A. Tolson

32 MAR 10 1946

Edward A. Tamm

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY 9801/bce

Attachment

cc Mr. Clegg
Mr. Hendon

JAM:CAB

54 MAR 20 1946

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Hickson
Pennington
Quinn Tamm
Nease
Miss Gandy

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MAJ:JW
Mr. Nichols

DATE: 3/8-46

FROM : M. A. Jones

SUBJECT: FBI LAW ENFORCEMENT BULLETIN

In connection with the survey recently made soliciting ideas for material for use in the above publication Special Agent Dwight J. Dalbey submitted through his SAC a suggestion that the name of the publication be changed to "The Law Enforcement Bulletin" with a subheading reading something as follows: "Published by the FBI for the confidential use of law enforcement officials." Agent Dalbey pointed out that the title would carry the impression this publication is the one and only Law Enforcement Bulletin and that it is the general organ of the trade and not just a publication of the FBI.

I feel that this suggestion has considerable merit. The Bulletin is designed primarily to carry a message from the Bureau to local law enforcement officers. We do not want the FBI angle to be too obvious. It is suggested that you may desire to have this matter considered by the Executive Conference.

ADDENDUM: LBN:HBM; 3/15/46

The Executives Conference, consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Hendon, Harbo, Tracy, Eadd and Nichols, unanimously recommended against any change in the name of the FBI Law Enforcement Bulletin.

Director's Notation: "OK H."

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/1/92 BY 2506/600

RECORDED

EX - 7

166-2557-4602
F B I
57 MAR 19 1946

INITIALS ON ORIGINAL

62
58 MAR 21 1946

ORIGINAL COPY FILED IN 96-3-1-1

ADJMP

THE DIRECTOR

3-14-43

The Executive Conference

ILLUSTRATIVE OFFICE EXECUTIVE POLICY

The Executive Conference on March 10, 1943, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Mumford, Rendon, Clegg, Nichols, Ladd and Rosen, unanimously approved the attached Bureau Bulletin which sets out information concerning Supplement 23 of Circular No. 3401, issued February 20, 1940, by the Department to all United States Attorneys to advise them of the Attorney General's policy concerning Selective Service cases. It is pointed out that under this policy Selective Service cases are to be closed "only if the investigation clearly establishes the absence of a willful evasion," and that even though the Act expires on May 15, 1940, the Attorney's General's policy is to prosecute all willful evaders for violations committed prior to that date.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Tamm

Attachment
cc-Lt. Rendon
Mr. Clegg

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/19/92 BY SP3C/PC

RECORDED

EX - 59

166-2554-4603
19 MAR 19 1943

62
51 MAR 23 1943

cc-Mr Rosen
Mr E A Tamm
Mr McCabe
Mr Martin

THE DIRECTOR

3-13-46

The Executive Conference

~~RECORDING STATISTICS~~

The Executive Conference on March 13, 1946, attended by Messrs. Tolson, Clegg, Glavin, Harbo, Hendon, Ladd, Mumford, Nichols, Tracy, and Rosen, unanimously agreed that the present procedure with reference to the handling of fugitives should be continued and that there should be no change in the Bureau's method of handling fugitive cases. All Escaped Federal Prisoners, Deserters, and subjects whose whereabouts are unknown at the time process for arrest is issued would be considered fugitives for Bureau purposes.

Messrs. Hendon and Clegg recommended that the procedure in recording statistics be changed. They suggested that, since under the new rules of original procedure warrants may be executed any place within the jurisdiction of the United States, it would be desirable to record statistical information on the basis of "the apprehension and location of persons for whom Federal warrants have been issued." The majority of the Conference comprising Messrs. Tolson, Glavin, Harbo, Ladd, Mumford, Nichols, Tracy, and Rosen maintained that to refer to our accomplishments on the basis of persons arrested or located would be weak and ineffectual as compared to the use of the term, "fugitives apprehended."

The majority recommended, therefore, that fugitive statistics be recorded as heretofore.

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Tamm

cc-Mr. Hendon
Mr. Clegg

RECORDED & INDEXED
311 EL-XB

166-2554-4604
MAR 19 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

3230/3
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY 396/bce

MAR 20 1946

COPY:TC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO

DATE: FEBRUARY 20, 1946

FROM : I. W. CONRAD

SUBJECT: MOTOROLA TWO-WAY RADIO EQUIPMENT

In accordance with your instructions on the afternoon of February 15, 1946, I called Mr. Eugene Gobel of the Motorola Company at Chicago relative to the Bureau's recent order for 245 automobile two-way radio units.

With regard to the type of microphone being furnished, it is noted that our order (Procurement Order #33370 as modified by amendments dated August 31 and October 15, 1945) calls for a small hand microphone (radio set model FMTR-50XDC-1) whereas the equipment actually being delivered is supplied with a so-called telephone handset. In view of the fact that a telephone handset ordinarily would be considerably more conspicuous, it was deemed necessary to prevent the shipment of any such additional microphones. Accordingly, Gobel was instructed to correct this situation on the remaining undelivered units and to supply exchange microphones to those Field Offices where shipment already has been completed. He stated that this would be done. He further advised that approximately half of the total quantity already had been shipped.

With regard to an inquiry from one of the local contractors presently installing one of the Motorola units relative to the antenna cable supplied, Gobel advised that this cable is standard equipment, engineered for the purpose, and not an inadvertent inclusion of a unsuitable receiving type of cable.

With regard to an additional inquiry relative to the two-channel change-over kit, Gobel confirmed the previous information that this unit was being furnished and was already mounted inside the transmitter rather than being furnished as a separate unit.

ACTION

A bulletin and SAC letter to the Field are being prepared advising the Field of the situation relative to the incorrect type of microphones being furnished and covering the other questions raised.

APPROVED BY EXEC CONF 3/5/46

Present: Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Ladd, Mumford, Rosen and Harbo.

IWC:PJD

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY *[signature]*

RECORDED

166-2554-4605
F B I
48 MAR 18 1946

53 MAR 28 1946

THE DIRECTOR

3-19-46

The Executive Conference

NEW RULES OF CRIMINAL PROCEDURE FOR THE
DISTRICT COURTS OF THE UNITED STATES

The Executive Conference on March 13, 1946, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Nichols, Ladd and Rosen, unanimously recommended that the attached Bureau Bulletin go to all Field Offices and all investigative employees. It relates to the new Rules of Criminal Procedure for the District Courts of the United States, effective March 21, 1946.

It was also recommended that a pamphlet containing all of the rules with reference to the new criminal procedure be made available to Field Offices.

The changes which affect the Bureau's operations have been incorporated in the attached Bulletin.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP-1/1/92

Respectfully,
For the Conference

Clyde Tolson, Chairman

E. A. Tamm

CR:HP
Attachment
cc-Lr. Clegg
Lr. Hendon

OK
A

cm

RECORDED 66-2554-4606

F B I

48 MAR 20 1946

INITIALS ON ORIGINAL - 12

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 MAR 25 1946

ORIGINAL FILED IN 66-2554-62-57

(Typed March 21, 1946)

PROPOSED CHANGE FOR FBI HANDBOOK

PART I, PARAGRAPH 41

Upon apprehension of or dismissal of process against a fugitive who is not subject of a Wanted Flyer or Identification Order, the Bureau and office of origin shall be advised by teletype. The office of origin shall then advise all auxiliary offices having leads outstanding to discontinue investigation and to indicate the reason for the discontinuance of the investigation.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/4/92 BY SP2/pe

RECORDED

66-2537-4607
FBI
100 MAR 14 1946

U.S. DEPT. OF JUSTICE
RECEIVED
MAR 14 1946
Approved by Executive Conference 3-5-46.
CJM:LS

M 337
51 MAR

THE DIRECTOR

MARCH 12, 1946

THE JOINT COMMITTEE

SUGGESTION #77-H

EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP-6/bce

MEMBERS PRESENT:

H. H. Clegg
R. G. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

1. That telephones installed in offices occupied by Resident Agents be listed under the name Federal Bureau of Investigation with an added line "If no answer call _____" (the headquarters city telephone number.) 2. That there be a provision whereby the words Resident Agent, Federal Bureau of Investigation, Room Number, be allowed on bulletin boards in public office buildings occupied by Resident Agents, and that there be allowed on the door of the offices occupied by the Resident Agents the following as an example: Resident Agent, Federal Bureau of Investigation, U. S. Department of Justice, (Main Office 234 U. S. Court House, Foley Square, New York City, Telephone Rector 2-3515) The material covering the headquarters address would, of course, be placed in small lettering.

ADVANTAGES:

1. It would enable the public to get into contact with the Resident Agent much more easily and hence should result in more work in the Bureau's jurisdiction being reported to it.
2. All other agencies in the federal buildings have their names on the space occupied by them and thus a bad impression is gained through the failure of our officespace to be similarly identified.
3. Many members of the public are already in possession of information as to the location of the Resident Agent's office and the failure to provide this information to the general public results in unfair discrimination to individuals not in possession of such information.
4. Individuals attempting to locate the office space or Resident Agent's telephone number are forced to make innumerable inquiries of custodians and others and are greatly inconvenienced.
5. The adoption of this suggestion would in no way interfere with persons communicating with the headquarters city office inasmuch as the information as to the location of the headquarters city office is to be set out on the door and in the telephone directory.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Mr. Gandy _____

62
57 MAR 21 1946

RECORDED

INDEXED

66-2554-4608

MEMORANDUM FOR THE DIRECTOR

6. The fact that the headquarters office is mentioned with the Resident Agency information gets away from the objection that the listings would lead to the development of independent offices within the territories.

DISADVANTAGES:

1. It might have a tendency to develop independent sub-offices in Resident Agencies.
2. Resident Agents are absent from the office on investigations most of the time, and individuals who telephone the Resident Agent's office will feel that our representatives at Resident Agencies are negligent and are not attending to their duty and are not giving desirable public service.

RECOMMENDATION: Unanimously favorable.

ES:ELW

EXECUTIVES' CONFERENCE CONSIDERATION:

Messrs. Hamford, Clegg and Hendon are in favor of the Committee's recommendations for all of the reasons stated, feeling that it would definitely be to the advantage of the Bureau and that the listing of the Resident Agencies as indicated would in no way tend to build up sub-offices.

Messrs. Glavin, Tracy, and Harbo are in favor of listing the room numbers of Resident Agencies on building bulletin boards but are not in favor of telephone listings or printing on the doors. They base their recommendation upon the feeling that much of the space occupied by Resident Agencies is not sufficiently permanent to merit listing in telephone directories. They point out that in some instances we are occupying space at the sufferance of Judges or U. S. Attorneys and from time to time must move from the space upon short notice.

Messrs. Tolson, Rosen and Ladd are opposed to all of the recommendations upon the basis principally that they would tend to create sub-offices throughout the field divisions. They feel that with these listings members of the public would expect someone to be in attendance at the offices and would be critical upon calling in person or telephoning and finding no one present. They further feel that if these listings are made the number of calls would increase to the point where Agents in Charge would be next requesting typing or stenographic help at the offices or requesting that a Special Agent be on permanent duty in the offices.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Mr. Gandy _____

10 - Mr. Clegg

THE DIRECTOR

MARCH 12, 1946

THE JOINT COMMITTEE

SUGGESTION #14-C

EMPLOYEE: ASSISTANT DIRECTOR A. ROSEN
GENERAL INVESTIGATIVE DIVISION

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9/1/92 BY SP5 E/bc

MEMBERS PRESENT:

H. H. Clegg
R. G. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

Frequently complete information does not appear in the synopsis of facts and occasionally it is not found in the details to permit the accurate, prompt and easy recording of statistical information. It is suggested that a savings of time and effort would result if the Bureau would issue information to the field setting forth the details necessary to aid the agents in having incorporated in the synopsis all information which is recorded for statistical value at the Bureau.

ADVANTAGES:

1. Saving of time of supervisors and clerks in recording of statistics.
2. Insuring that all statistics will be recorded.
3. It will give all agents a better appreciation of the value and uses of statistical data.

DISADVANTAGES:

1. It does require the setting forth of information which would be available to all agents in bulletin form as to the details of data recorded by the Bureau as statistics.

RECOMMENDATION: Unanimously favorable.

HHC:BLW

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Mumford, Rosen and Clegg.

RECORDED & INDEXED

Respectfully,
For the Conference

32 MAR 20 1946

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

337
62
1 MAR 22 1946

Clegg

THE DIRECTOR

MARCH 18, 1946

THE JOINT COMMITTEE

SUGGESTION #14-B

EMPLOYEE: ASSISTANT DIRECTOR A. ROSEN
GENERAL INVESTIGATIVE DIVISION

*323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY *gjs/bk*

MEMBERS PRESENT:

H. K. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

Twenty-five three by five cards on Bureau fugitives on whom positive identification has been made are prepared from fugitive memoranda submitted by the Identification Division and are transmitted to the Crime Records Section for publication in the FBI Law Enforcement Bulletin. The suggestion is that an additional copy of the fugitive memorandum be prepared by the Identification Division and returned to the Bureau supervisor who would add any additional information such as the type of case, and these copies with the additions could then be sent to Crime Records for use in preparing the inserts in the FBI Law Enforcement Bulletin.

ADVANTAGES:

1. It would save duplication of copy and dictation.

DISADVANTAGES:

None -- The Identification Division feels this can be done without upsetting their production line.

RECOMMENDATION: Unanimously favorable.

HEC:ELW

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously approved by the Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Ladd, Mumford, Rosen and Clegg.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Conroy
Glavin
Ladd
Nichols
Rosen
Tracy
Acers
Carson
Harbo
Hendon
Mumford
Stark
Quinn
Nease
Gandy

Mr. Clegg

THE DIRECTOR

MARCH 12, 1946

THE JOINT COMMITTEE

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/16/92 BY SP5C/PC

SUGGESTION #14-D

EMPLOYEE: ASSISTANT DIRECTOR A. ROSEN
GENERAL INVESTIGATIVE DIVISION

MEMBERS PRESENT:

H. H. Clegg
P. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the daily delinquency reports by divisions at the
Seat of Government be eliminated and that there be substituted
a weekly delinquency report.

ADVANTAGES:

1. Saving of typing.
2. They are hardly necessary due to the fact that the conditions in the divisions do not change materially from day to day.
3. It would become less routine and should stimulate corrective action when the weekly reports are observed by the Assistant Directors.
4. A better standard of comparison is set up when the reports are a week apart.
5. A great deal of research is required daily in order to compile the delinquency report which could better be expended in getting a communication out.

DISADVANTAGES:

1. A less frequent tabulation of delinquencies would be available for any purposes.

RECOMMENDATION: Unanimously favorable.

REC:FLU

EXECUTIVES' CONFERENCE CONSIDERATION:

Messrs. Tolson, Glavin and Tracy are opposed to the recommendation feeling that a daily delinquency report is necessary. Mr. Tracy specifically pointed out that his daily report in the Identification Division was statistical in nature rather than merely a straight delinquency proposition and as such was more easily and accurately compiled on a day to day basis.

The remaining members of the Conference consisting of Messrs. Harbo, Hendon, Ladd, Mumford, Rosen and Clegg recommend the adoption of the suggestion for the advantages stated above.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Hendon
Mumford
Clerke
Quinn Tamm
Nease
Gandy

CC: 66

56 MAR 29 1946

The remainder of the Conference consisting of Magaro, Tolson, Glavin, Tracy, Harbo, Hendon and Clegg are in favor of the recommendation, pointing out that in effect it merely legalizes the present practice.

207H
Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DN

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #77-C

EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

#323,013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/93 BY SP5C/bce

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That Section 11B (1) (a) of the Manual of Rules and Regulations be changed to permit field offices to submit RUC reports in cases where the office receiving initial information regarding a case completes the investigation in its territory. At present, this manual provision is to the effect that where a field office receives initial information concerning a case which requires no investigation whatever in its own division, such information may be transmitted by letter or report to the appropriate office with a request that it initiate investigation and consider itself the Office of Origin.

ADVANTAGES:

1. Unnecessary correspondence requesting changes in the Office of Origin will be eliminated in the frequent situations where the office receiving the initial complaint completed the investigation in its territory and where another office would logically become the Office of Origin.
2. The field is already following this practice to some extent which would now be legalized.

DISADVANTAGES:

It might be regarded that this would leave too much discrimination in the hands of the individual field office in deciding the Office of Origin which has always been the responsibility of the Bureau.

RECOMMENDATION: Unanimously favorable.

ES:ELW

EXECUTIVES' CONFERENCE CONSIDERATION:

Messrs. Ladd, Mumford and Rosen are opposed to the suggestion upon the basis that no difficulty is presently being experienced and in the belief that the rule would permit offices to arbitrarily designate some other field division as the Office of Origin, thus getting rid of unpleasant cases.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

INDEXED

66-2554-4612

7 MAR 20 1946

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MAR 21 1946

WRG:AB

THE DIRECTOR

MARCH 18, 1946

THE EXECUTIVE CONFERENCE

4323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/92 BY [signature]

On March 12, 1946, the Executive Conference, consisting of Messrs. Tolson, Tracy, Hendon, Ladd, Mumford, Rosen, Hendon and Glavin, considered a suggestion submitted by Mr. Sizoo of the laboratory concerning 3 cameras designed for concealment in empty radio cabinets.

For the Director's information, we have these cameras set up in small radio cabinets for the purpose of taking photographs without the subject knowing of his being photographed. Two of these cameras are in good operating condition but the third is in need of repair and lacks an empty radio cabinet for disguise of the camera.

It was pointed out to the Conference that when they were originally purchased by the Bureau, they were used in the New York and Chicago Offices and at the Seat of Government. At the present time they are not being used but it is believed that they are of potential value in certain types of investigations necessitating the use of a concealed camera. They can be successfully operated in an office with only the average office illumination present. It was pointed out to the Conference that one of these cameras was used successfully last year in the Dinco Case. Mr. Sizoo recommended that the field be apprised of the availability and possibility of such equipment by bulletin.

The Conference felt that these cameras should remain in Washington and there is no objection to them being transferred to the Photographic Unit for storage purposes.

Respectfully submitted,
FOR THE CONFERENCE

RECORDED

EX-11

INDEXED

Clyde Tolson

E. A. Tamm

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Harbo _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

CC: Mr. Clegg
Mr. Hendon

166-2554-4613
MAR 20 1946

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR
FROM : THE JOINT COMMITTEE

DATE: February 26, 1946

SUBJECT: SUGGESTION #9B
EMPLOYEE: MR. H. H. CLEGG

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/19/92 BY [signature]

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. G. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That parole reports be eliminated.

ADVANTAGES:

1. A tremendous saving in clerical and Agents' time.
2. Probation officers have been appointed to collect the data contained in such reports and to furnish such information to the Parole Board for recommendation.
3. U. S. Attorneys submit a parole report and recommendation prepared substantially upon the facts contained in Bureau Agents' investigative reports.
4. The Probation officers, the U. S. Attorneys and the Parole Board have access to the information in FBI investigative reports, since copies of such reports are furnished to the Department Records Division and the U. S. Attorneys.
5. Unless work not absolutely necessary for the completion of the investigation from the FBI standpoint is conducted, information is not always available for a complete and adequate parole report.
6. The Bureau receives no benefit from the parole report.

DISADVANTAGES:

1. It would deprive the Parole Board of these reports which they have in the past claimed to be helpful and valuable. However, the submitting of parole reports was suspended during the war with no indication of improvement or ill effects on the system of paroles and, further, since the reports are available to the Parole Board in the Department's files.

This is merely doing clerical work and Agents' work for the Parole Board which the Bureau gets no compensation or special appropriation for, and in view of the reduction in appropriation and clerical staff, this is a burden, the continuation of which is not justified.

RECOMMENDATION: Unanimously approved.

EXECUTIVES' CONFERENCE ACTION: The majority of the Conference consisting of Messrs. Tolson, Glavin, Tracy, Nichols, Mumford, Ladd and Rosen disagree with the Special Committee's recommendation and believe that the parole reports should be continued.

RCH/wl

37 APR 3 - 1946

EX-22

61 MAR 20 1946

ORIGINAL COPY FILED IN 66-2554-4614

It was their belief that the Bureau had an obligation to provide the Parole Board with information bearing upon the advisability of paroling subjects in Bureau cases. It was also pointed out by these members of the Conference that most law enforcement agencies submit reports of a similar nature upon which institutional or parole action is based and further that if the Bureau at any time takes a definite stand against improper parole practices we would be subject to criticism if we refused to furnish parole reports to the Federal Parole Board.

Messrs. Harbo, Hendon and Clegg supported the Committee's recommendation for the reasons stated above under advantages. They definitely feel that while it is very nice to submit parole reports the Bureau obtains no benefit from them and because of the saving in Agents and clerical time they should be discontinued.

Respectfully,
For the Conference.

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

ECN:DW

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: March 19, 1946

FROM : A. Rosen

SUBJECT: THEFT FROM INTERSTATE SHIPMENT VIOLATIONS

#323073
 ALL INFORMATION CONTAINED
 HEREIN IS UNCLASSIFIED
 DATE 9/1/92 BY SP5C/ke

The Bureau, on October 24, 1945, forwarded to each division a number of posters illustrating our jurisdiction in Theft from Interstate Shipment matters. These posters were distributed to trucking companies, railroad freight terminals, warehouses, piers and docks and express agencies throughout the United States. They were received with much enthusiasm as is evidenced by the fact that approximately 55,000 additional copies of the poster have been distributed to augment the original printing of 30,000.

Inasmuch as the posters have now been in the hands of the agencies referred to above for several months, it is believed that the time is right to conduct a "follow-up" campaign in an effort to further improve our coverage in Theft From Interstate Shipment matters. This "follow-up" campaign would be in the form of a program in each division for the development of contacts, sources of information and confidential informants in the various major trucking concerns, warehouses, railway express agencies, the piers and docks of our seaport and lake port cities, in garages where the trucks and trailers of major carriers are serviced and in the larger roadside restaurants and taverns where over-the-road trailer drivers regularly congregate. Many of our major Theft From Interstate Shipment cases have occurred through the connivance of employees of the carrier or warehouse or of persons working on the pier or dock where the goods are handled. These persons are in an excellent position either to "case" the shipment and advise the thieves of the contents of particular trucks or to actually steal the merchandise themselves.

It is suggested that an improved informant coverage in the agencies and areas named above would greatly enhance our position in coping with the major Theft From Interstate Shipment cases which are certain to arise in the future.

ACTION TO BE TAKEN

Attached, subject to your approval, is a letter to all Special Agents in Charge containing instructions that a program looking toward the development of contacts, sources of information and confidential informants in the facilities named above should be instituted immediately. The field is also being instructed to be alert to the development of informants among pawn shop employees and operators and in the vicinity of places where large fences are believed to be operating.

Attachment

ADDENDUM: AR-77-3/13/46 Approved today by the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Clegg, Ladd and Rosen in attendance.

INITIAL RECORDED

CEN:LS 22 DER

Director's Notation: "OK. H."

EX-60 49 MAR 22 1946

58 APR 2 1946

ORIGINAL COPY FILED IN 66-12200-15-225

THE DIRECTOR

March 20, 1946

THE EXECUTIVES' CONFERENCE

RECEPTION FOR FBINA

It has been previously approved that instead of a banquet for the present class there would be a Dutch Treat Reception. It will be held at the Mayflower Hotel in the Main Ballroom on the lobby floor at 6:00 P.M. Wednesday, March 27, 1946. It will continue until 7:30 P.M.

Mr. Rogers will meet the Director and he will be accompanied by Mr. Carlson who will take care of any phone calls from the Bureau that might be received on this occasion. The introductions to the Director will be made for the present graduating class by class counselors James C. Kennedy and Ronald Phillips. Mr. Rogers will make the introductions of former graduates who have returned. Any wives or visiting officials accompanying the graduates will be introduced by either the class counselor or Mr. Rogers depending upon whose guest the visitor might be.

The Executives' Conference on March 20, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Rosen and Clegg, considered and submitted the following suggestions with reference to this reception.

1. There will be no formal receiving line as such and entire matter of introductions will be on an informal basis.

2. A three piece string orchestra will be in the room providing background music during the reception.

3. In addition to the former graduates, members of the present class and guests and family members who have already been approved, it was felt that all the members of the supervisory and official staff of the Bureau with the title Special Agent or higher should be informed that they will be eligible to attend if they desire.

4. Badges containing the rank, name and department of the graduates and the graduating class present will be issued and worn and additional badges will be issued to each Special Agent of the Bureau who is present. There will be distinctive colors as follows:

Bureau employees

EX - 11

Blue

Members of present graduating class

White

Former graduates who have returned for specialized training - Tan

No badges will be issued to the family members and visiting guests of the police officials.

5. The charge for the hors d'oeuvres, sandwiches, beer and soft drinks will be \$1.50 per person and the added expense of the orchestra will make

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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51 MAR 27 1946

#323013
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DATE 9/16/92 BY SP5 CJB/bce

the Dutch Treat price \$1.85.

If the above are approved there is attached hereto a notification to each Division Chief so that they in turn can advise the Agents under their supervision of their eligibility to be present if they desire.

Respectfully,
For the Conference

✓
Clyde Tolson

EAT
E. A. Tamm

cc - Mr. Hendon
Mr. Clegg

Attachment

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC: PJ *cy*

10
THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #87

EMPLOYEE: ASSISTANT DIRECTOR H. H. GLEGG
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Glegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the "Investigator" no longer be published.

ADVANTAGES:

1. It would save a great deal of time on the part of employees at the Seat of Government and editing, cartographic and printing work.
2. It would save the Recreation Association approximately \$500, representing the annual cost of the publication.
3. There has been some indication that the "Investigator" is not enthusiastically received by all employees.

DISADVANTAGES:

1. This is the only medium in which to reflect employees' recreational activities.
2. Despite suggestions and changes in the material and make-up of the "Investigator" from time to time and the inability to please each individual, it is of general interest and value to the employees.
3. It serves as a medium in publicizing and creating interest in valuable employee activities.
4. It is the principal and practically only attraction which can be used in obtaining 100% membership in the Recreation Association. If it were not for the Investigator, there would be no logical reason upon which to base solicitations of field membership. The money resulting from these memberships is well utilized by the Recreation Association in its many activities and without this money the Recreation Association would be severely handicapped.
5. The "Investigator" is a medium for the expression of talents which employees possess.
6. If it were not published, it would leave a greater field for the development of the publication of the Department's Recreation Association which might have a tendency to detract from the present association among FBI employees.
7. The "Investigator" has been of extreme interest to employees on military leave and to employees on extended sick leave, enabling them to keep up with the activities of their friends and the Bureau.
8. The "Investigator" contains material which can be used by Bureau representatives in making speeches.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

REMARKS:

Unanimously opposed to the discontinuance of the "Investigator."

51 MAR 27 1946

#323073
ALL INFORMATION CONTAINED
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DATE 7/1/92 BY SP5CJ/BJC

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on 2/15/46, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present unanimously concurred in opposing the suggestion that the Investigator be discontinued.

Respectfully,
FOR THE CONFERENCE

CLYDE TOLSON

E. A. TAMM

cc - Mr. Hendon
Mr. Clegg

hho:hd

COPY:FO

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

CJM:LS

TO : THE DIRECTOR

DATE: 3/5/46

FROM : A. Rosen

SUBJECT: SUGGESTION OF SPECIAL AGENT MARK D.
WILKINS, PITTSBURGH DIVISION

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP5/pe

Special Agent Mark D. Wilkins, assigned to the Pittsburgh Division, has made a suggestion while attending a recent In-Service Training Class that when discontinuance wires are sent to auxiliary offices that the message contain sufficient details concerning the reason for discontinuing the investigation to enable the receiving office to answer certain questions that arise in connection with the discontinuance. Agent Wilkins points out that frequently the assistance of local and state law enforcement officers is requested and when such officers are notified to discontinue their efforts they sometimes inquire as to the reason for the discontinuance. A poor impression is obtained if the Agent is unable to supply the reason for the discontinuance.

It is recommended that the attached proposed bulletin be distributed to the field. Attached also are suggested changes for the Manual of Rules and Regulations and for the FBI Handbook.

Attachment

ADDENDUM: The Executive Conference on March 5, 1946, with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Mumford, Nichols, Clegg, Ladd and Rosen in attendance, approved the attached Bureau Bulletin Manual and Handbook changes.

Director's Notation: "OK H."

0 MAR 29 1946

RECORDED

FBI

EX-48 MAR 22 1946

INITIALS ON ORIGINAL

ORIGINAL FILED IN 66-3665-1644

THE DIRECTOR

March 20, 1946

THE EXECUTIVES' CONFERENCE

APPLICATION FOR FBINA, 32ND SESSION
WILLIAM R. DAILEY, SHERIFF
ALLEN COUNTY SHERIFF'S OFFICE
LIMA, OHIO

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP5C/BCE

The Executives' Conference on March 18, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Ladd, Rosen, Harbo and Clegg, considered the application of Sheriff William R. Dailey of Allen County, Lima, Ohio, to attend the FBI National Academy. Since 1923 he has operated several barber shops in Lima. He was also employed by the Lima Locomotive Works on several occasions. In 1941 he was discharged by this company for insubordination and an inaccurate account of work accomplished on a piece work basis. He next worked for Westinghouse Electric Corporation until May, 1944 when he resigned and ran for Sheriff. He was elected by a large majority although he had no previous law enforcement experience. He is described as eager, enthusiastic, attends all police schools available and was recently elected Vice-President of the Buckeye Sheriff's Association. All references recommend him for character, reputation and ability but do emphasize a limited formal education and his inexperience in law enforcement. There has been some difficulty in the administration of his office in the supervision of Deputies although most of the criticism is credited to political opponents.

There were allegations that he with other police officials of Lima were members of the Black Legion under the leadership of Virgil Essinger. Investigation failed to substantiate these charges. He belongs to numerous clubs and organizations including all orders of the Masonic Lodge. His credit rating is good and there was no criminal record indicated.

Congressman Robert F. Jones of Lima, Ohio advised he does not know the applicant well enough to make statements about him but he did state that Dailey was a mild man who had previously been a barber. The Congressman does not feel that he has much ability and the applicant's Chief Deputy is an individual by the name of Musser. The Congressman advises that Musser has a very bad reputation but the Congressman does not know whether the applicant was obliged to appoint him as a political obligation or not. According to the Congressman, Musser has a reputation of belonging to the Black Legion which was active in Ohio in 1935.

Mr. Clegg favored an invitation being sent this individual because there is really no basis for denying it and his election as Vice-President of the Sheriff's Association in his State indicates his general standing. The members of the Conference thought that in view of the information recorded it would be

unwise to invite him at this time and although there would not be indicated a refusal the Cleveland Office would be instructed to indicate that his name has

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

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66-2554-4619

EX-11

51 MAR 25 1946

1946

not yet been reached and that we could stall on accepting this individual until he probably lost interest.

Respectfully,
For the Conference

Lagsee
gh
✓
Clyde Tolson

EH
E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

THE DIRECTOR

MARCH 22, 1946

EXECUTIVES' CONFERENCE

X.B.D.
The Executives' Conference on March 19, 1946, considered the request of SAC Weeks of New Orleans that a demonstration of the lie detector be made a part of the program for his law enforcement conferences to be held the latter part of April and the first part of May, 1946.

This would require not only the lie detector equipment but a laboratory technician. Mr. Weeks thought that a laboratory technician could give the first of the lectures and Special Agent Martin, formerly assigned to the laboratory, could continue demonstrations and instruction.

It was unanimously agreed by the Executives' Conference that the present Bureau policy which opposes the giving of instruction and demonstration of this equipment before outside groups be adhered to and no reason was known for an exception. Those present at the Conference were Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Hendon, Rosen and Clegg.

If approved, there is attached hereto a teletype to the New Orleans Office in order that they can make new plans for their conferences, advising that this is not acceptable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm
E. A. Tamm

Jaguel
cc: Mr. Clegg
Mr. Hendon

HHC:ER

RECORDED

INDEXED

166-2554-4620
MAR 22 1946

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DATE 4/19/92 BY *SPS/pb*

JP
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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MAR 25 1946

THE DIRECTOR

March 21, 1946

THE EXECUTIVE CONFERENCE

On March 20, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Harbo, Hendon, Tracy, Nichols, and Glavin considered the suggestion submitted by Frederick D. Baker, Jr., Special Employee of the Washington Field Division, concerning the use of Special Employees' identification cards. It also considered the letter of suggestion received from Special Employee Howard P. Sellers of the Washington Field Division on the same subject.

The above-mentioned employees, during the recent inspection of the Washington Field Division, stated to the Inspector that they felt that in utilizing the Special Employee's identification card, their identities would be much easier established if the letters "FBI" were printed on the card in the same manner as they are imprinted on Special Agents' cards. It was pointed out to the Inspector that in going to another government agency to secure information usually gathered by Special Employees, if it is readily ascertainable by producing their identification card that the employee is with the FBI, the information can be obtained much more readily.

There is attached hereto for the Director's information, a copy of the card which is presently issued to these Special Employees. It is noted that the card definitely reflects that the employee is a member of the Federal Bureau of Investigation, United States Department of Justice.

The Conference was of the unanimous opinion that no change should be made on these cards in question. Should the Director approve this, these employees will be so advised.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Attachment

CC: Mr. Hendon
Mr. Clegg

WRC:pam

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/4/92 BY SP5V/bcc

THE DIRECTOR

MARCH 21, 1946

EXECUTIVES' CONFERENCE

cc
The Executives' Conference on March 19, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Hendon, Rosen and Clegg, unanimously recommended favorably that the Bar Bell, two Exercycles, and the rowing machines now in the gymnasium at the Armory be moved to the roof gymnasium during the summer months. When the roof gymnasium is not in use the Bar Bell and rowing machines can be installed in the water proof box where mats are stored and the Exercycles can be covered with water-proof tarpaulin.

The purpose of this added equipment on the roof gymnasium is to stimulate added interest in gymnasium work during the summer months. None of this equipment is of the type that is thrust from one Agent to another or that might fall off the roof and endanger anyone in so doing.

The movement of the above equipment to the roof gymnasium was unanimously approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm
E. A. Tamm

*cc: Mr. Clegg
Mr. Hendon*

HHC:ER

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/1/82 BY *gsc/pce*

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

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51 MAR 26 1946

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18 MAR 27 1946

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THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #83

EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
SEAT OF GOVERNMENT

Executive Conference

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

1. That regularly scheduled ~~firearms~~ training periods on outdoor ranges in the field be reduced from 7 times per year to 6 times per year.
2. That the present practice of requiring firing during May, June, July, August and September and two additional required firing periods during the remaining 7 months does permit some offices to hold the 2 additional required periods in April and October, thus skipping entirely 5 consecutive months at outdoor pistol practice. Hence, the recommendation was made that these regularly scheduled outdoor firing periods be held no more frequently than once each 30 days and no less frequently than once each 90 days without requirement that firing be held in any one particular month.

ADVANTAGES:

1. There would be a saving in the Agents' time and ammunition, wear on the weapons and travel involved for one regular firearms training period for each Agent.
2. By the adoption of the second suggestion, there would be eliminated the possibility of Agents' having no outdoor firearms training for five consecutive months and requiring that the training be held at least each 90 days.
3. This would require offices where cold weather predominates in the winter time to have at least one firearms training period during the cold weather months since the actual use of weapons in cold weather might actually arise.
4. It would permit the proper spacing of these firearms training periods so that offices where there is extreme heat would not be required to fire monthly in the extreme heat but they would be required to fire at least once during this unfavorable weather condition.
5. Firearms training would be more evenly spaced throughout the year rather than be concentrated during some months of the year.

DISADVANTAGES:

1. It would reduce the number of required periods of firearms training by 1 at a time when the use of firearms in actual cases might be expected to become more frequent.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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2. There is a minimum amount of actual skill developed in requiring men to shoot in extremely cold weather in the northern climates or in extremely hot weather in the southern climates.
3. Road or weather conditions might make it difficult for some of the extremely northern offices to hold practice in the winter months due to the inability to foresee weather conditions sufficiently in advance to set a specific date.

RECOMMENDATION:

1. Mr. Scheidt favors both suggestions.
2. Mr. Conroy is opposed to both suggestions and suggests that the training be given as at present.
3. Mr. Hendon and Mr. Olegg recommend that the firearms training be given 7 times per year and spaced as indicated in the second recommendation; namely: that there would be no period in excess of 90 days when firearms training would be regularly scheduled.

REC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Olegg being present, considered this matter on 3/18/46.

Messrs. Glavin, Tracy, Hendon and Olegg recommended that the outdoor firearms training be continued seven times per year and that these firearms periods be spaced to be held no more frequently than once each 30 days and no less frequently than once each 90 days.

Mr. Harbo recommends that the training be given six times per year and spaced no more frequently than 30 days and no less frequently than 90 days.

Messrs. Tolson, Ladd, Mumford, and Rosen recommended that the training program for outdoor firearms training be continued as at present seven times per year, once during the months of May, June, July, August and September, and two additional firing periods during any of the remaining seven months as desired by the Field Office.

Respectfully,
FOR THE CONFERENCE

CLYDE TOLSON

E. A. Tamm

cc Mr. Hendon, Mr. Olegg

THE DIRECTOR

MARCH 12, 1946

THE JOINT COMMITTEE

SECTION 411

EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

MEMBERS PRESENT:

H. E. Clegg
E. C. Hendon

E. E. Conroy
E. Echoldt

EMPLOYEE SUGGESTS:

That monthly, from all closed files which have been closed for a period of over one year in the field office and which have not been reopened, the duplicate copies of reports and communications be removed and destroyed.

ADVANTAGES:

1. Saving of space estimated at 50 per cent and the rental value thereof of space now occupied by closed files.
2. The same purposes will be served in these closed files in view of the fact that all information is still available.
3. Saving in number of file cabinets needed to contain those files.
4. Some field offices can get all their closed files in offices occupied by the chief clerk while other offices must go to other parts of the building or to other buildings to obtain theirs.
5. Permitting the elimination of duplicate copies of closed files in many offices would reduce the clerical effort and time.
6. The relatively small amount of clerical time required to accomplish this is more than compensated by the advantages.
7. At the present time most field offices will have until about July 1, 1946, sufficient personnel to bring the closed files into a current status under this operation.
8. The control of this operation would be relatively simple by using the closed assignment cards one year old just immediately prior to their destruction.
9. There could be no confusion as to the number of copies which any file should contain since after a certain date it would be known that only one copy of each serial would be available, whereas before that date the number of copies designated would be available.

Tolson
E. A. Tamm
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Conroy
Glavin
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Quinn Tamm
Nease
Gandy

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MEMORANDUM FOR THE DIRECTOR

DISADVANTAGES:

1. The amount of time required for pulling the file and removing the duplicate serials is more expensive than the rent on the amount of space occupied by the copies of reports.
2. It would later possibly require the typing of some reports if the case were reopened.
3. Possible confusion at a later date as to whether a file should contain more than one copy of a report.
4. It might be considered better administrative procedure to keep the files intact until such time as the entire file can be destroyed.
5. Errors might possibly occur in the destruction of serials in that all copies would be destroyed inadvertently.
6. The number of copies of each report is listed on the report and this would develop an inconsistency which might even be conducive to employees with malicious motives stripping the closed files.

RECOMMENDATION: Messrs. Hendon, Conroy and Scheidt are in favor of the suggestion. Mr. Clegg is opposed.

HHC:ELW

EXECUTIVES' CONFERENCE CONSIDERATION:

It was pointed out to the Conference that a test was made at the Washington Field Office through having the duplicate copies pulled from 100 files. As a result of this check it was found that a saving of 40% was realized in the closed files. If the project was carried on as to all the closed files in the Washington Field Office that were one year old, it would result in a saving of 460 individual file drawers or 92 five-drawer file cabinets. This would, of course, permit a consolidation into a much smaller area of all of the files and in many offices would achieve an actual saving in rental space.

Upon the basis of the test made at the field office it would require one clerk a period of 81 days to complete the project in that office. It was pointed out to the Conference that savings should probably be slightly larger in other offices with less time required on the part of clerical help to complete the project due to the fact that in the field office a great number of files are opened and closed monthly in which only one or two reports are contained and most of them small reports covering so-called "one shot leads."

Tolson
E. A. Tamm
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Glavin
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Harbo
Hendon
Humphord
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Quinn Tamm
Nease
Gandy

Messrs. Clegg, Ladd, Rosen, Glavin and Nichols are opposed to the recommendation upon the basis that the time required to handle the

project was greater than the saving to be realized and further that the problem presently confronting the field as to closed files will be lessened through previous recommendations covering the total destruction of files after they have reached a certain age.

Messrs. Tolson, Tracy, Harbo and Hendon are in favor of the suggestion for the advantages cited by the Special Committee and feel that the expense involved would in a short period of time be more than repaid through the constant saving of 50% of the closed files space. They pointed out that even though all files after they have reached a certain age are to be destroyed, the present recommendation would cut in half the amount of space required for those files which are to be retained.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RON:DF

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #82

EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
SEAT OF GOVERNMENT

#323013
ALL INFORMATION CONTAINED
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DATE 9/1/92 BY SP5/bee

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That practice with the pistol by individual Agents when the regular firearms training is not held be discontinued as a requirement.

Firearms training is now held on regular schedule basis at outdoor ranges seven times per year. The present requirement is for Agents to practice individually with their pistols and not necessarily under supervision the last five months and each such practice would involve firing 30 rounds of ammunition.

ADVANTAGES:

1. In most offices the Agents on road trips and Resident Agencies, and even Agents in headquarters office, fire their pistols without supervision thus limiting the value of this practice.
2. A savings in ammunition, as well as time of the Agents.
3. No scores are kept and hence this procedure does not provide standards of proficiency to be met.
4. This is an offhand type of firing which is not on a practice basis hence it does not approximate any conditions which Agents meet.

DISADVANTAGES:

1. Present requirements cause the Agent to at least go through the mechanical motions of firing a pistol monthly, thus theoretically maintaining greater familiarity and acquaintanceship with the weapon and how to use it.
2. Provides an automatic inspection of his weapon by the individual Agent.

RECOMMENDATION:

Unanimously favorable

HHC:ER

EX-11

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MAR 22 1946

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on 3/13/46, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present, unanimously recommended that the requirement for each Agent firing 30 rounds of ammunition during the 5 months when regular outdoor firearms training is not given be discontinued. They unanimously favored the suggestion as made.

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Mumford
Quinn Tamm
Nease
Gandy

51 MAR 25 1946

Respectfully,
FOR THE CONFERENCE

CLYDE TOLSON

E. A. TAMM

CC - Mr. Hendon, Mr. Clegg

hho:hd

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

PAP:MR

TO : THE DIRECTOR

DATE: 2/26/46

FROM : A. Rosen.

SUBJECT: FEDERAL EXPLOSIVES ACT

The Department by memorandum dated January 23, 1946, has advised that in view of General License Number 8, issued by the Bureau of Mines, persons covered by the Act have been relieved from the duty of securing licenses, and that therefore there can be no violation of the licensing features of the Act. In view of the fact that Bureau investigations have been predicated upon violations of the license requirement for the manufacture, sale, use, or possession of explosives, the following recommendation is submitted.

RECOMMENDATION

It is recommended that Section 39F of the Manual of Instructions, and Chapter 24, Part III of the FBI Handbook be deleted, as they are now obsolete.

ADDENDUM

On February 27, 1946, the Executive Conference, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Mumford, Nichols, Clegg, Ladd and Rosen, considered and approved the above recommendation.

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THE DIRECTOR

3-15-45

The Executive Conference

DEFERRED PROSECUTION SYSTEM
(BROOKLYN PLAN)

Executive Conference

On March 15, 1945, the Executive Conference unanimously approved the program to be followed by the Bureau as suggested herein concerning the Deferred Prosecution System referred to as the "Brooklyn Plan," advocated by the Attorney General for the handling of certain juvenile delinquents.

BACKGROUND OF THE DEFERRED PROSECUTION SYSTEM

The Deferred Prosecution System originated in April of 1937 when Mr. Conrad P. Prinzstein, the Chief U. S. Probation Officer for the Eastern District of New York, appeared before a Federal Judge in that district with a group of juvenile offenders. The Judge did not desire to sentence the juveniles and Mr. Prinzstein volunteered to take them under his supervision without the formality of a sentence. It was out of this beginning that the present Deferred Prosecution System evolved.

According to information from the New York Division, at the present time when a juvenile is brought to the U. S. Attorney's Office by Federal Agents for a decision as to prosecution, one of the Assistant U. S. Attorneys personally interviews the juvenile. If the Assistant U. S. Attorney feels that the juvenile warrants special treatment and is the type who will not get into further trouble, the matter is referred to the Probation Office and a check is instituted to determine the juvenile's family background. If the results of this investigation are satisfactory, the boy is returned to his parents and a complete investigation is then conducted. This latter investigation is similar to the usual "pre-sentence" investigation conducted by the Probation Office. If this report is in turn satisfactory, the boy is then brought to the U. S. Attorney's Office again where he this time signs papers similar to those he would sign if he were being placed on actual probation. The papers contain the regulations by which he must abide and the juvenile is impressed with the fact that he is being given a special opportunity but, nevertheless, is on probation.

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The minimum period of supervision is one year and the maximum can extend until the juvenile reaches his majority. During the period of informal probation under this system, the juvenile is required to report every month and checks are made at his home and school or place of employment. A record is kept of every juvenile so handled under this plan which includes a running memorandum maintained during the period of probation and, as well, a record of the final disposition. At the expiration of the probationary period, if everything has been satisfactory, the juvenile is again called before the U. S. Attorney's Office where it is officially decided that no complaint will be filed against him. In the event, however, the juvenile does get into trouble

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL:UP

MEMORANDUM FOR THE DIRECTOR

during his informal probationary period, he is subject under the existing loose regulations to be brought in and have a complaint filed against him. Along this line it might be noted, however, that the possibility exists that the Statute of Limitations might run against certain offenses while a juvenile offender is being handled under this plan.

According to the New York Division, the Referred Prosecution System is not used in every juvenile case but only where the juvenile appears to merit such procedure. Since 1937 until mid-December of 1945, 174 juveniles were handled under this plan in the Eastern District of New York and only 11 of them are reported to have been arrested during the period of their informal probation. The New York Division also advises that there has been some indication that the Referred Prosecution System might be extended to adults. Mr. Prinzelein has expressed himself in favor of such an extension. The New York Office advises that the Referred Prosecution System, according to Mr. Prinzelein, has not been applied to adults as yet.

PUBLICITY GIVEN DEFERRER BY PROSECUTION SYSTEM

Recently the Attorney General appeared on the radio program, "Go, The People," at which time he discussed the Deferred Prosecution System. A news item dated in Washington also recently mentioned that the Attorney General was encouraging U. S. Attorneys to experiment with the Deferred Prosecution System for youthful offenders operating in Eastern New York and popularly known as the "Brooklyn Plan." The news item explained that under this plan prosecution was delayed and the offender provisionally released under probationary supervision. It was pointed out that those deemed worthy thus escaped the stigma of possible conviction.

RECOMMENDATIONS

It has been recommended

1. That all Field Divisions be furnished background information concerning the Deferred Prosecution System or "Brooklyn Plan."

2. That all Field Divisions be instructed to continue fingerprinting each juvenile offender coming to their attention for a violation falling within the Bureau's jurisdiction in order that appropriate steps can be placed by the Identification Division, despite the fact that the U. S. Attorney anticipates handling the juvenile under the Deferred Prosecution System.

3. That cases in which a subject is handled under this system be maintained in a pending status until the U. S. Attorney advises that such subject has actually been placed on informal probation by the U. S. Attorney's Office.

MEMORANDUM FOR THE DIRECTOR

4. That such cases should then be closed and the terms of the informal probation set out in a closing report in the same manner as is followed in other cases.

5. That a probationary flash letter be submitted at the time of the closing report in order that the necessary steps may be placed on the subject's arrest record.

6. That in the future investigative reports covering cases in which juveniles are handled under this system will, in addition to carrying the substantive violation in the character of the case, also set forth the added character "Juvenile Delinquency - Referred Probation System." This will allow the Bureau to differentiate between informal probationary sentences noted out by the U. S. Attorney's Office as distinguished from probationary sentences handed down in Federal Court. This will also enable the Bureau to compile the informal sentences noted out and to retain these statistics separately. Such statistics will not be included in the annual report concerning the accomplishments of the Bureau.

The Executive Conference, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Clegg and Rosen, approved that this information be set forth in a Bureau Bulletin to the Field.

Respectfully,
For the Conference

Glavin Tolson, Chairman

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

THE DIRECTOR

MARCH 22, 1946

EXECUTIVES' CONFERENCE

NEIL B. KEEN, GRADUATE FBI MA
HILLSBOROUGH COUNTY SHERIFF'S OFFICE
TAMPA, FLORIDA

323013

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The above-named individual graduated in Class 12 of the Academy from July to September 1939. He brought a bottle of whiskey to class one day and was admonished therefor. He was found to be drinking at the Recreation Association dance held while he was here. The class counselor felt that although he was attentive in class and took copious notes, he lacked aggressiveness and was believed undependable. His relationship with the Bureau continued cordial until the Retraining School in October 1940. While enroute to Washington he and another policeman got in a fight on the train as the result of a card game.

In November 1940 Lieutenant Barker of the Miami Police Department advised an Agent that Keen came to Miami to take firearms training with the Agents for two days. He stopped at a small hotel and the management informed Barker that he checked into the hotel with a woman. He also gave a check for \$15.00 which was returned for insufficient funds but he later made this good. As a result of this escapade Keen was removed from the Directory.

In January 1941 Keen was appointed Chief Criminal Deputy of the Sheriff's Office. In May of the same year SAC Danner requested he be reinstated and he was with a warning.

Keen next attended Retraining School in 1941. He got drunk at the banquet. He threw a roll of bread from his table in the balcony. He pulled a revolver from his pocket, placed it on the table in front of him and after an Agent admonished him, he quieted down. On the report of this, the Director noted: "Note on this man's record. See he is never recommended or allowed to attend any meetings in the future of the IMA. Also advise Miami."

In March 1942 Danner advised that Keen had been discharged for gross personal misconduct. It seems he became intoxicated, shot up his own apartment and caused a disturbance at the dog track. He had a fight at a local juke joint on the same event. He was again removed from the Directory.

In June 1942 Danner advised this individual wrecked an automobile while intoxicated. He was then working for the Department of Public Health; he quit this job and enlisted in the Army.

The Miami Office advised in October 1941 that Keen was cooperating very closely with an Agent in an Unlawful Flight Case at Tampa. He advised that he had not done any drinking since going into the Army. He told the Agent he had gotten into trouble with the Bureau because of personal escapades. The Agent felt he was

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:ER

MAR 27 1946

HHC:ER

now sincerely engaged in his work and he has now been promoted to his old position of Chief Criminal Deputy.

The Bureau has a letter from Keen dated March 1, 1946, pointing out that he has tried without success to get back into good standing. He stated that when he got out of the Army his Sheriff gave him a humble job, he had received several promotions and was now Chief Criminal Deputy. He said the trouble was his own fault and he has always hastened to admit it. He has continued to "carry a torch" for you and the Bureau, and he referred to four Resident Agents for verification. He told the Director that he thought he had been punished enough and asked that the Director give his case personal attention.

The Executives' Conference on March 19, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, London, Rosen, and Clegg, unanimously recommended that he be given another chance and that his name be reinstated in the Directory as a member of the Associates in good standing.

While I will go along I do so with many reservations
EL

Respectfully,
For the Conference

✓
Clyde Tolson

ET
E. A. Tamm

THE DIRECTOR

MARCH 8, 1946

THE JOINT COMMITTEE

SUGGESTION #65-T

EMPLOYEE: SAC E. E. CONROY
NEW YORK FIELD DIVISION

#323013
ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/1/92 BY [signature]

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That the wording of Section 6L of the Manual of Rules and Regulations be changed. This entire section deals with the appearance and maintenance of offices. Paragraph one starts as follows: "Special Agents in Charge are responsible for the maintenance of their offices in a neat and orderly manner and for the care of all property therein and shall see that they are maintained in a scrupulously neat and tidy condition....." It is thought that the underscored part of this section can be eliminated as it is unnecessary and superfluous. It is further suggested that that part of the section dealing with inspections of various equipment should be amended to provide that desks, safes, filing cabinets, and other office equipment need be inspected but quarterly by the Special Agent in Charge rather than semi-monthly and that monthly inspections be performed by duly designated clerical employees those months when the SAC and Assistant SAC do not make the inspections personally.

ADVANTAGES:

1. The change in the inspection of equipment to a quarterly basis will eliminate considerable amount of work on the part of administrative employees.
2. Inspections indicate that such equipment is being maintained in good condition generally, and it is believed that quarterly checks will serve the purpose.
3. Since it has been definitely provided as to what types of material can be maintained in desks, much confusion has been eliminated and they have been found to be maintained in better condition.
4. This is a housekeeping type of function which can be efficiently handled by clerical employees at less cost to the Bureau.

DISADVANTAGES:

1. It will provide for less frequent and less close attention to the physical condition within the office on the part of the Special Agent in Charge.

RECOMMENDATION:

Unanimously approved.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

66-2554-462
19 MAR 26 1946

51 MAR 27 1946

EXECUTIVES' CONFERENCE CONSIDERATION: 3/14/46 - Unanimously approved by the
Executive Conference consisting of
Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Lunsford, Rosen, Nichols
and Ladd.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION 477-E

EMPLOYEE: SAC E. SCHEIDT
CHARLOTTE FIELD DIVISION

#23013
ALL INFORMATION CONTAINED
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MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the requirement contained in Section 11F (7) of the Manual of Rules and Regulations that whenever a Special Agent in a field office has a report (other than an accounting report) to dictate which, it is estimated, will be more than ten pages in length, the Special Agent before dictating shall confer with his Field Supervisor, Assistant SAC or SAC be abolished.

ADVANTAGES:

1. It is so impractical that it is not being abided by at present.
2. The original reason for the adoption of this rule no longer exists inasmuch as the majority of the Agents are now quite experienced and capable of preparing reports properly.
3. In the event a report is improperly prepared by a dictating agent, this fact immediately becomes apparent after the transcription of the report and appropriate action can be taken by the supervising official.

DISADVANTAGES:

1. If properly followed the rule may result in the curtailing of unnecessarily long reports contemplated by an agent and thus resulting in a saving of stenographic time.
2. The requirement for a conference with a member of the supervisory staff gives the supervising official an opportunity to make suggestions to the agent prior to his dictation which might result in a superior report or in the conduct of a necessary investigation which might have been overlooked by the agent.

RECOMMENDATION: Unanimously favorable.

ES:ZIM

11-12

EXECUTIVES' CONFERENCE CONSIDERATION:

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
3/14/46 - Unanimously approved by
the Executive Conference consisting
of Messrs. Tolson, Tracy, Harbo, Hendon, Clegg, Mumford, Rosen, Nichols
and Ladd.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

RCH:DV

51 MAR 27 1946

THE DIRECTOR

February 25, 1946

THE EXECUTIVE CONFERENCE

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The Executive Conference of February 19, 1946, consisting of Messrs. Tolson, McCabe (for Mr. Rosen), Hendon, Harbo, Tracy, Mumford and Glavin considered the per diem allowances granted SIS men in travel status.

It was pointed out to the Conference that under regulations in the domestic field the Government can pay for the transportation of dependents of an Agent or an employee under transfer; however, under decisions of the Comptroller General, is not permitted to pay per diem to those dependents while in a travel status.

Under SIS regulations which are in harmony with the regulations of the Department of State, per diem can be claimed for dependents of the employee in travel status, the per diem schedule being as follows:

	On vessels where price of passage includes meals.	On U. S. Govt. vessels in non-commercial operation (Naval vessels, Army transports, etc.)	By privately owned trailer (if authorized in advance)	All other travel within limits of continental U.S.	All other travel outside of U.S.
Travelers 11 years of age and over	\$3.00	\$5.00	\$2.50	\$6.00	\$7.00
Travelers under 11	\$1.20				

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MAR 20 1946
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One-fifth of the authorized per diem rate will be deducted for each meal and/or lodging furnished without charge by a United States Government agency. (Paragraph 47 (a), Standardized Government Travel Regulations.)

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Per diem will not be allowed an officer or employee while at his permanent post of assignment, or his family while remaining at

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WRG:val

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MEMORANDUM FOR THE DIRECTOR

- 2 -

the old post of duty after the officer or employee has been transferred to a new post.

The Conference, with the exception of Glavin, feels that since SIS employees follow Department of State regulations, per diem allowances should be made to such employees for dependents while in a travel status. The majority of the Conference recommends, however, that in granting per diem payments to wives and other dependents of Special Agents going on SIS assignments, per diem payments to be granted to those dependents should not exceed the total per diem which would accrue to such dependents if travel was made from the point of residence direct to the new office of assignment. This will eliminate the possibility of dependents of Special Agents remaining with Special Agents in Washington for protracted periods of time while the Agents are being appropriately briefed and securing appropriate clearances from the State Department.

Glavin pointed out that Agents in the domestic service cannot claim per diem for their dependents on transfer in the domestic service; that an Agent being transferred from New York to Los Angeles would be reimbursed for the travel costs to his dependents but would not be given any per diem payments for those dependents. He, therefore, feels that it would be reasonable to follow the same policy in so far as SIS men are concerned and pay for the transportation of dependents in the continental United States and not approve any per diem payments for those dependents until they leave the continental limits of the United States.

For instance, a man on SIS, presently stationed in Washington being transferred to Havana, Cuba, and taking his wife with him, would secure reimbursement for travel expenses for his wife from Washington, D. C., to Havana, Cuba, but would receive per diem payments for his wife only from the time they left Miami until they arrived at Havana, Cuba, if the point of departure from the United States was Miami, Florida.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

LBN:hbm

The Director

March 22, 1946

Executives Conference

The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Harbo, Hendon, Tracy, Glavin and Nichols, considered Mr. Soucy's suggestion that we reconsider discontinuing the ~~two-page~~ mimeographed summary of cases, figures and the like, which formerly appeared in the FBI This Week which was sent to the Field.

The Conference was unanimous in recommending against reinstating this but did recommend unanimously that at least two pages of statistical data appear in each issue of the Investigator, which would give the Field continued material for speeches and the like.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

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66-2554-4632
MAR 23 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

57 MAR 27 1946

LSF:aml

The Director

March 7, 1946

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Ladd, Mumford, Hendon, Harbo, Tracy, Glavin, and Nichols considered the request of the New Haven Office as to whether new addressograph Plates should be made for National Academy graduates, dropping the letters "NPA" and substituting the letters "NA" after the name.

The Conference was unanimous in the opinion that we should drop "NPA" and not substitute "NA." A bulletin is attached.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

CC-Mr. Hendon
Mr. Clegg

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Tolson
E. A. Tamm
Clegg
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 Glavin
 Ladd
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 Hendon
 Pennington
 Quinn Tamm
 Nease
 Gandy

50 MAR 28 1946

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THE DIRECTOR

March 11, 1946

THE JOINT COMMITTEE

SUGGESTION #78

EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
SEAT OF GOVERNMENT

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. L. Conroy
E. Scheidt

EMPLOYEE SUGGESTS: That annual changes be mimeographed in the future.

At present when a change in the manual is necessary, the page covering the pertinent section is lithographed on smooth paper and the page distributed to each investigative employee for substitution in the appropriate manual. Due to equipment and personnel limitations in the Mechanical Section it has been found that the lithographing of changes delays their distribution to the field for an undue length of time, making it necessary that Bulletins and SAC Letters be forwarded when in many instances if the manual change were made immediately the duplicate printing would not be required. A more expeditious method of getting out manual changes seems imperative.

ADVANTAGES:

1. Saves duplicate printing in that it will be unnecessary to have the manual change listed in both the Bulletin and the manual.
2. Will keep the manuals current and up to date.
3. Printing can be performed less expensively by mimeographing than by regular printing.

DISADVANTAGES:

1. It would not be as attractive and presentable to anyone examining the Bureau's manuals.
2. It would be necessary to mimeograph on but one side of the paper, thus increasing the thickness of the present manuals.
3. Mimeograph paper is more flimsy than bond paper and consequently it will tear out more easily and need reinforcement.

RECOMMENDATION: Unanimously that all manual changes in the future be mimeographed. It was further recommended that a different colored mimeograph paper be used for each manual to easily distinguish manual inserts from bulletins, memoranda and other material that goes to agents and clerical employees.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EXECUTIVES' CONFERENCE CONSIDERATION: On 3/13/46 the Executives' Conference, Messrs. Tolson, Glavin, Ladd, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present,

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APR 29 1946

unanimously recommended that all manual changes be mimeographed and that the inserts for the manuals be mimeographed in the future and that mimeograph paper of distinctive colors be used for each of the different manuals.

Respectfully,
For the Conference

OK
74
Clyde Tolson

EAT
E. A. Tamm

cc - Mr. Clegg

ROH:DW

THE DIRECTOR

March 25, 1946

THE EXECUTIVE CONFERENCE

On March 15, 1946, the Executive Conference, consisting of Messrs. Tolson, Tracy, Nichols, Rosen, Harbo, Hendon, Mumford, Clegg and Glavin, considered the number of copies of New Rules of Federal Criminal Procedure which should be forwarded to each office. A suggestion had been made by the Training Division that a copy of the New Rules of Federal Criminal Procedure be prepared immediately for distribution to each Special Agent in the Bureau.

The Conference felt that a limited supply of possibly six copies to all but the largest offices be secured for inclusion in the office library and it should not be necessary that each Special Agent be furnished a copy of the complete New Rules of Federal Criminal Procedure.

For the Director's information a portion of the new rules have already been sent to the field in bulletin form.

Should the Director approve, this bulletin will be secured and transmitted to the field for inclusion in the library.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

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DATE 7/1/92 BY SP-7/6

RECORDED
E. A. Tamm
INDEXED

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39 MAR 27 1946

CC: Mr. Hendon
Mr. Clegg

WRG:PC

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

MAR 29 1946

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #31

EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That examinations on the Bureau's manuals given during Agents' quarterly or semi-annual conferences (semi-annual in the future) be eliminated.

ADVANTAGES:

1. Annual examinations are provided at In-Service training courses.
2. Examinations on the manuals are given by Inspectors.
3. It is a rare thing that anyone fails to make a passing grade on the manual and the need, therefore, does not seem to exist.
4. This would make the conferences to be held semi-annually in the future more agreeable and useful, and thus more constructive, by eliminating this feature frequently objectionable to Agents.

DISADVANTAGES:

1. Might retard some manual review and study which would automatically be suggested by the fact that the examinations are given at these conferences.

RECOMMENDATION: Unanimously favorable.

HHC:ER

11-XM

EXECUTIVES' CONFERENCE CONSIDERATION:

RECORDED 66-2554-4636
32 MAR 27 1946

The Executives' Conference considered this matter on 3/13, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present. Messrs. Tolson and Glavin were in favor of continuing the examinations for Agents on the Bureau's manual during the two semiannual conferences. Messrs. Tracy, Harbo, Hendon, Ladd, Mumford, Rosen and Clegg were in favor of abolishing these examinations.

*I wish to change and
note with the majority
3/22*

Respectfully,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

I agree with majority

MAR 29 1946

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DATE 9/11/92 BY 2250/bce

THE DIRECTOR

3-21-46

The Executive Conference

INVESTIGATIVE REPORTS

The Executive Conference on March 21, 1946, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Ladd and Rosen, considered the following suggestion of Theron E. Gaudin, Assistant Attorney General in charge of the Criminal Division.

In a memorandum dated March 11, 1946, Mr. Gaudin states that in many prosecutions involving violations of Federal criminal statutes, the initial determination to prosecute or refrain from prosecuting hinges on the questions of whether or not the accused is a juvenile or a person of unsound mind. He, therefore, recommends that the Bureau require that there be included a statement as to whether or not the accused is a juvenile and whether or not the accused is mentally unstable in the Synopsis of reports covering interviews with the accused and in Summary reports.

The Conference unanimously recommended that wherever the information is available, the data concerning the mental condition of the subject, obtained at the time of the interview with him or developed during the course of the investigation, should be included in the report. No statement should be made as to whether the individual is mentally sound or not. The facts should speak for themselves. This information will be included in the report. A Bureau Bulletin in this regard is attached hereto.

With reference to whether the accused is a juvenile, this information is already included and is clearly set out in reports.

Respectfully,
FOR THE CONFERENCE

Clude Tolson, Chairman

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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AP:MP
MAR 29 1946

March 5, 1946

MEMORANDUM FOR MR. NICHOLSRE: DESTRUCTION OF BULKY
ENCLOSURES#523013
ALL INFORMATION CONTAINED
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DATE 7/1/92 BY SP5CJ/bca

We have been reviewing the bulky enclosures maintained in the Records Section and referring certain ones to you and to the interested Bureau officials with a recommendation for their destruction for some months past. This program was initiated on the basis of the last inspection of the Records Section. To date we have handled approximately seventy-five per cent of this job and have something under a thousand enclosures yet to handle.

In line with our recent conversation, there is attached hereto a suggested form memorandum to facilitate the completion of the program. If you approve, as each enclosure is considered it will be referred to the specific desk handling the violation concerned by me and we shall act according to the decision of the Supervisor on that desk in the matter of destruction or retention.

As I informed you, I personally review each of these enclosures prior to referring them and shall continue to do so. All matters concerning Division IV of this nature will, of course, be forwarded for your attention prior to destruction and any particularly important matters will be similarly referred to you prior to action. I believe that the attached form will handle the situation nicely and facilitate the completion of this program.

Respectfully,

R. F. Cartwright

ADDENDUM: LBN:mjm; 3/11/46

The Executives Conference unanimously approved the foregoing suggestion, with the modification that Section Chiefs rather than individual Supervisors would approve destruction of exhibits.

REC:mam

LBN

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57 MAR 28 1946

Director's notation: "OK H."

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THE DIRECTOR

March 27, 1946

THE EXECUTIVES CONFERENCE

"BASIC PROCEDURE IN LAW ENFORCEMENT"
A BOOKLET BY WALTER H. ROBINSON

The Executives Conference on March 25, 1946, those present being Messrs. Tolson, Mumford, Rosen, Lee, Hendon, Nichols, Harbo, Tracy and Clegg, gave consideration to a booklet entitled "Basic Procedure in Law Enforcement", prepared by Walter H. Robinson of the University of Florida. Robinson was formerly Secretary of the Florida State Peace Officers Association. He attended numerous police schools including those conducted by the FBI. He took all of his notes and compiled a booklet and he has now sent this booklet to the IACP requesting their sponsorship and endorsement of the booklet. The booklet which was loaned to Mr. Egan has been returned after being reviewed and it was the opinion that it was not a particularly bad job for a brief exposition of a patrolman's duties but there are certain defects including the attempt to put into the booklet material which would give a patrolman the impression that he had learned all there was to know about police work. Certain other objectionable features were discovered during a hasty review as shown in the attached tabulation.

It was recommended that Mr. Egan be given a copy of the enclosed memorandum setting forth criticisms with the suggestion that the booklet not be approved.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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DATE 9/1/92 BY SP5/bee

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon
Mr. Clegg

22073

ps
THE DIRECTOR
THE EXECUTIVE CONFERENCE

March 22, 1946

The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Nichols, Glavin, Rosen, Harbo, Hendon and Tracy on March 18, 1946, considered a suggestion of John R. Grump that lip reading be introduced into the Special Agent classes to enable Special Agents to understand conversations of persons beyond normal hearing range, such as in restaurants, etc.

Mr. Grump stated an example of a friend who, while in a restaurant, was able to advise him of conversations at tables out of hearing distance. Such a course is given at Ohio State University.

The Conference unanimously recommends against the adoption of the suggestion, and if you approve, there is attached hereto a letter thanking Mr. Grump for his interest.

Respectfully,
For the Conference

cc - Mr. Clegg
Mr. Hendon

Attachment

SJT:obp

Clyde Tolson

E. A. Tamm

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DATE 7/1/92 BY SP-1/1/92

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21 32 MAR 29 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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29
51 APR 2 1946

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THE DIRECTOR

March 15, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference, March 6, 1946, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present approved inviting Superintendent Harvey Callahan of the Washington Metropolitan Police Department to appear before the next Session of the FBI National Academy to discuss "The Value of Police Training" or some similar subject and that he be approved to appear before the Academy from time to time in the future.

Callahan is Vice-President of the FBI National Academy Associates. This was recommended unanimously.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

UHC:hmm

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61 MAR 29 1946

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DATE 9/1/92 BY SP2/bk

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Harbo
Hendon
Mumford
Pennington
Quinn Tamm
Nease
Gandy

43
APR 5 1946

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TO: THE DIRECTOR

DATE:

FROM: EXECUTIVES' CONFERENCE

March 20, 1946

SUBJECT:

At a meeting of the Executives' Conference on March 20th attended by Messrs. Tolson, Glavin, Tracy, Harbo, Clegg, Nichols, Hendon, Rosen and Ladd, the attention of the conference was called to the attached letter from the Immigration Service stating that they considered it highly desirable to check the FBI records in connection with every application for naturalization or registry, regardless of whether or not the applicant was an alien enemy and that applications for naturalization were now being received at the rate of approximately eight to ten thousand per month. It was pointed out to the conference that in order to handle these many searches, the Liaison Section would have to have two additional Agents and two clerical employees. The Files Section advises that they will need an additional 28 employees.

It was further pointed out to the conference that such a check by Immigration Service was recommended at the time of the inspection of the Department of Justice, and the Conference generally felt that this was a very desirable procedure.

The Conference was unanimously in favor of advising Immigration that this work would be done for them, it being the consensus of opinion of the Conference that these name searches should be handled for Immigration so long as the Bureau's present personnel will permit it and that if subsequent to July it is found that it is not possible to handle this work, the Immigration Bureau would be advised that it was no longer possible to continue.

In the event you approve the action of the Conference, there is attached hereto a proposed reply to Mr. Shoemaker.

Respectfully,
For the Conference

Clyde Tolson

Edw. A. Tamm

CC - Mr. Clegg
Mr. Hendon

DLL:DS

50 APR 2 1946

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DATE 7/1/92 BY SP5/6

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The Director

March 21, 1946

The Executives Conference

The Executives Conference, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Harbo, Tracy, Glavin, and Nichols considered the matter of emergency communications in the light of a reply from the Federal Communications Commission to our recent letter requesting authorization to operate a domestic radio communications network. The Commission's position is unchanged, although they have formally ruled that the Committee has no objection to the diversion of all present FBI frequencies to domestic point-to-point service during such an emergency as described in our recent letter to them.

The Executives Conference was unanimous in recommending the installation of an emergency radio network. A survey of existing equipment reveals a total of 19 transmitters available for installation at the various Field Offices, leaving a reserve of 8 transmitters for SIS and any other emergencies which might arise. We have a total of twenty-two 2,000 watt emergency motor generators. The Conference, however, felt that these generators should not be installed at this time inasmuch as their installation and maintenance would require as much, and more than the installation and maintenance of radio stations. Transmitters could be installed and stored for future emergency use. In all of the offices where we have had radio stations, the antenna masts are either in place or available and may be re-erected. We have sufficient wire, insulators and hardware for antenna construction as well as sufficient receivers to equip the 19 stations.

Previous study has revealed that it would cost approximately \$867.50 to install radio stations in the various offices. This is the maximum figure and would make the total of \$16,482.50. This includes the salary of the personnel we have on our payroll anyway. The actual cash outlet would be negligible. The cost of operating the stations would be negligible inasmuch as we have a good supply of trained personnel who could be assigned to the various Field Offices. The Conference was unanimous in recommending against elaborate schedules and tests, feeling that it would be adequate to have one test daily which would require a minimum of time and which would keep the operators familiar with the equipment. 4-4643

The Conference considered the matter of sending codes and recognized the fact that the stations installed would not be technically designed for routine day-in and day-out operation due to power limitations, but will work satisfactorily on favorably scheduled contact. In other words, a station at Buffalo, New York, would encounter extreme difficulty transmitting a message to Washington

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn
- Mr. Nease
- Miss Gandy

Hendon

30 APR 1946

EX-40

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Memorandum to the Director

March 21, 1946

during a severe electrical storm but would be adequate for checking the favored time schedules. The Conference felt that since this was being installed as an emergency setup we should keep the cost down and design the network solely for emergency purposes.

We have, at present, powerful transmitting and receiving stations in Washington and San Diego. Eventually, it might be necessary to have a large relay station in Kansas City; however, the Executives Conference did not feel we should install a large relay station in Kansas City at the present time but put in the emergency stations in the designated offices, and then on the basis of experience and tests make a decision as to whether we should have a relay station in Kansas City, it being pointed out that we have recently removed a thousand-watt station in Honolulu which could be set up in Kansas City.

The following are the offices which the Conference recommended eventually should have radio stations installed therein: New York City, Philadelphia, Boston, Pittsburgh, Cleveland, Detroit, Atlanta, Birmingham, Buffalo, Miami, Chicago, St. Paul, St. Louis, New Orleans, Dallas, San Francisco, Cincinnati, Los Angeles, Portland, and Seattle.

It was the further Conference recommendation that stations in the large industrial areas be installed first, such as New York, Detroit, Chicago, Boston and so forth, being pointed out that if, for example, an emergency arose in Philadelphia or in Baltimore we have our direct line teletype, and in addition a courier could reach Baltimore in less than an hour and Philadelphia in a little over two hours, driving time.

If the general program is approved, the operating procedures, installation and practices will be worked out in detail and submitted for approval.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

March 25, 1946

THE EXECUTIVES' CONFERENCE

The Executives' Conference on March 25, 1946, those present being Messrs. Tolson, Mumford, Rosen, Lee, Hendon, Nichols, Harbo, Tracy and Clegg, considered the following phraseology for inclusion on a letter size certificate to be issued to former graduates of the FBI National Academy who returned for specialized training. Some of the former graduates are able to be present for only one of the two weeks during which they complete a course offered for but one week. All the phraseology would be typed in the certificate and the Director's autographic signature would be printed on the certificate. There would also be typed on the certificate the specific subjects studied by the student and the dates of attendance at these specialized courses.

The phraseology approved is as follows:

FEDERAL BUREAU OF INVESTIGATION NATIONAL ACADEMY

UNITED STATES DEPARTMENT OF JUSTICE

323013
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This is to certify that

_____ who is a graduate of the FBI National Academy was
afforded ~~specialized~~ postgraduate training

in _____

from _____ to _____

and is awarded this certificate as evidence of his
satisfactory completion of this course of training.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

This was favored unanimously.

RECORDED In Edgar Hoover, Director (to be
& printed)

INDEXED

Respectfully, 30 APR 2 1946
For the Conference,

Clyde Tolson

E. A. Tamm

HHC:PJ

THE DIRECTOR

MARCH 22, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference on March 19, 1946, those present being Messrs. Tolson, Ladd, Tracy, Rosen, Nichols, Harbo, Hendon, and Clegg, considered the recommendations made by Supervisor K. R. McIntire after a survey of the types of material filed in the Records Section.

I.

The recommendation was made that the "Requests for Criminal Record" made by field offices not be placed in the files of the Records Section but instead that they be destroyed in the Identification Division. These form requests for criminal record are received, pertinent data is abstracted in the Identification Division and appropriate action is taken. Mr. Tracy and Supervisors Martin, Shine, and Boyle, who handle a substantial number of the cases in which such criminal records are requested, were all of the opinion that the filing of these records served no useful purpose. One three-day count reflected a total of 96 such forms for filing and 62 such forms were counted during a separate six-day period.

RECOMMENDATION:

It was unanimously the recommendation of the Executives' Conference that such forms not be filed in the future with an increasing saving of expense in the filing processes.

II.

Probation Flash Letters. It was recommended that the "Probation Flash Letters" be destroyed after receipt and posting. This is a form sent to the Bureau by the field offices in instances where a subject is given a probationary sentence so that if the Identification Division received notice of an arrest of the subject while on probation, appropriate notice would be given to that fact. The probation flash letter is filed in the case file in the Records Section of the Bureau after the information is posted in the Identification Division.

Supervisor Caver expressed the opinion there were several thousand such letters yearly. A six-day test count disclosed 116 of these forms for filing. Mr. Bromwell of the Identification Division expressed the opinion they could be destroyed since the pertinent information is posted in the Identification Division. Supervisor Caver, who handles probation matters, on the other hand, indicated that this flash letter is a short cut in determining if the probation flash has been filed, although he acknowledged that the investigative reports are required to show in the details that the probation flash has been forwarded.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

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Mr. Caver advises that it would save some supervisor's time, particularly in cases where there are several subjects and the case is closed for some of the subjects then the probation flash letter would be an easy way to determine if proper action had been taken as to the remaining subjects. A routine telephone call to the Identification Division in each instance to see if it were filed would involve too great a loss of time on the part of the Identification Division, and Mr. Tracy felt that such telephone calls should not be made except in unusual or highly important cases and not as a matter of routine. Mr. Rosen pointed out that if the details of the report reflected that the probationary flash letter was filed there still was no assurance that it reached the Bureau and that proper action was taken in the Identification Division unless after the action was taken this form appeared in the case file.

Those favoring the suggestion that these forms not be placed in the case file but that they be destroyed in the Identification Division as soon as the data is posted in the records there pointed out that this would be a saving in the file room in processing and filing these forms and it would further emphasize the fact that the supervision of the forwarding of these forms would be in the field rather than at the Seat of Government and that the reports would have to be relied upon as being accurate when they state the probation flash has been filed.

RECOMMENDATION:

Mr. Tracy felt that the indication that the probation flash letter had been filed should be required in the synopsis of facts instead of just in the details as at present, although he favored the destruction of these forms in the Identification Division and the suggestion that they not be filed.

Mr. Rosen was opposed to the suggestion since he felt it was a part of the case file, a part of the investigative procedure that should be reflected in the file and it facilitated proper supervision of the case.

All other members of the Conference favored the suggestion that these forms be destroyed in the Identification Division after the data is posted in the Identification records and that, therefore, these forms no longer be filed. They also were of the opinion that the notice in the details of the report that the probation flash had been filed was adequate, and the synopsis, it was believed, should not be cluttered up with this procedural rather than evidentiary information.

III.

Requests for Wanted Notices. Field offices send wanted notices for posting in the Identification Division records of the Bureau in instances where the location of the individuals is desired and such wanted notices are filed by Bureau supervisors in instances where the subject is classified as a fugitive. The recommendation is that these requests for wanted notices be destroyed in the Identification Division and that they not be sent to the case files in the Records Division for filing as is presently done.

The Bureau has handled over 285,000 Selective Service cases since 1940 and Mr. Callan estimated that in a substantially high number of these cases wanted notices had been filed. This, of course, relates to past activity. At present the Bureau is receiving an average of 850 new Selective Service cases monthly and there would be almost this number of wanted notices filed in Selective Service cases alone. Wanted notices, of course, are filed in other fugitive cases and cases involving wanted persons. A six-day count reflected only 51 such forms which from information gathered was not typical.

Supervisors Counsel and Nelson of the Investigative Division advised that these wanted notices in the investigative files constituted an aid in sending teletypes to field offices when a set of fingerprints is received, gives a proper reference in the teletype referring to the wanted notice request by date. Mr. Callan, in charge of Selective Service, was firmly of the belief that wanted notices should be in the case file to permit proper supervision and to determine whether a wanted notice has been filed and removed.

Mr. Brownell of the Identification Division stated that the data from the request for wanted notice letter was posted in the Identification Division and the case supervisor could call about it if necessary in unusual cases and when the Identification Division telephoned the supervisor that the person wanted had been identified and located, it would be merely a matter of routine for the supervisor to obtain any desired data at the time the call was made since the identification folder would be in the hands of the identification employee making the telephone call.

RECOMMENDATION:

Messrs. Tolson, Ladd, Tracy, Rosen, and Nichols recommended that immediately after the information is posted in the Identification Division from the request for wanted notice, the request itself could easily and immediately be placed in the folder which would at the time be available and this request would be retained in the Identification Division rather than filed, serialized and processed in the Records Division at the Bureau. It was pointed out there was no additional cost involved in retaining this item of correspondence in the Identification Division folder and a folder is prepared in every case where a wanted notice is filed.

Messrs. Harbo, Hendon and Clegg recommended that this form letter not be retained; that it be immediately destroyed in the Identification Division that that it not be filed anywhere.

It is pointed out that there is a requirement that the details of the report show that the wanted notice has been filed in each instance.

IV.

Requests for Removal of Wanted Notices. In those instances where a wanted notice is filed when the person is no longer wanted, a request is made for the removal of the wanted notice. The recommendation is made that these requests for removal of wanted notices be destroyed and that they not be placed in the case files of the Records Division where they are now retained. Supervisors Stetter and Nelson

advised that theoretically they were of value to the supervisors in reviewing the files but actually, in view of the amount of work, it was not possible to review many of the files. Supervisor Gursel could think of no reason for retaining these forms in the investigative file. Mr. Callan pointed out that for the supervisor to see that the wanted notices were cancelled it would be necessary to have these forms in the file. There was no way of being certain that they had been removed otherwise. Although it is required that the statement appear in the details of a report that the removal of a wanted notice had been forwarded to the Bureau it was actually not sufficient because the Agent who dictated this in the details of the report might neglect to dictate the removal of wanted notice form.

Mr. Callan believed that 80% to 90% of the more than 285,000 Selective Service cases had had requests for removal of wanted notices forwarded to the Bureau and that substantially 850 new cases were being received monthly now. In addition, there are other types of cases wherein wanted notices are filed and removed.

RECOMMENDATION

It was unanimously recommended by the Executives' Conference that these removal of wanted notice forms be destroyed in the Identification Division as soon as the proper notation is posted in the records there.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

March 22, 1946

THE JUDGE ADVOCATE

MEMORANDUM FOR

SUBJECT: JAMES A. GARDNER AND JOHN GARDNER

MEMORANDUM FOR THE

H. D. Clegg
H. C. Franklin

E. E. Conroy
E. E. Schell

MEMORANDUM FOR THE

The reduction to a minimum of unnecessary reports received at the Bureau.

NUMBER OF REPORTS TO BUREAU

In one test about half of reports received in the Reports Section, 313 pending reports, exclusion of Internal Security Matters, were examined. Of these the conclusion was reached by those examining the survey that 100 or 50% were unnecessary reports in that they reflected merely the continuing status of a case or for other reasons were unnecessary. In examination of a number of these reports by the Committee developed that there was some reason for regarding the question as to whether the report was or was not necessary in about 25% of these cases and eliminating them from the survey there would remain approximately 25% of the reports from the sample check with which could be eliminated. It was reported that perhaps some of these reports were being made in order to prevent the case from becoming delinquent under the presently existing standards for maintaining delinquency in field offices. In other instances it probably was found more convenient in the field office for the Agent to dictate a report of his supervisor up to that date due to the fact that he was about to be transferred or to attend training school or to be changed in assignment. Nevertheless, these reports were being received at the Bureau and each of them had to be processed through the various procedures in the file room before they were placed in the file.

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Mr. Conroy advised that there were regularly received in the file room, according to fairly recent statistics, 1,123 investigative reports daily. 40% or 25% of these reports were changed during the day before they were filed.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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EX-18

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From the study of the reports of the analysis of the situation the following propositions were discussed:

I.A. That the present requirement that the monthly administrative report show as delinquent those cases in which an investigative report has not been submitted during the past 45 days be eliminated and that hereafter such a delinquency be obtained but once per year for appropriation purposes or at such special times as the Bureau might request to meet particular problems.

B. Further, that instructions be issued that the reports presently described as "status" reports and interim reports which contribute nothing of substance to the ultimate outcome of the case no longer be prepared.

C. Further, that two supervisors be designated one day each week for the next two months to examine 500 reports received that day at the Bureau and to prepare a form letter to the field office pointing out violations of this rule so that there could soon be established a guide to the field offices as to what is undesirable and also this would provide some enforcement of the rule which is being proposed.

D. Further, that field offices be encouraged to send out undeveloped leads to other offices by letter when the leads are simple and the so called "single-shot" leads and the background information in the more voluminous reports are not necessary for handling such leads.

ADVANTAGES.

1. It would materially reduce the number of reports which are of no value to the Seat of Government or to the field.

2. It would remove the automatic pressure which now exists in submitting delinquency statistics which causes the submission of reports by Agents in order that their cases might not be put in a delinquent status.

3. It would place emphasis upon substantive supervision in the field and substantive investigative activity to bring cases to their logical conclusion rather than hit and miss efforts in stressing the phase of a large number of cases to keep the delinquency figure down.

4. It would encourage investigation instead of report writing.

5. United States Attorneys would be very favorable since it would eliminate unnecessary filing and clerical work in their offices and better attention would be given by them to such reports as they would receive.

6. It would save a great deal of time in the field as well as at the Seat of Government by eliminating unnecessary reports.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

7. It would mean a saving as to preparation of abstract slips, filing, typing, routing and dication.

8. To record inquiries which develop the fact that a case is continuing in the same status, appropriate notations or if necessary a memorandum may be placed in the file by the field office thus reducing to a minimum the amount of dictation and typing and saving the submission of reports in such instances.

9. At the present reports are being submitted in these instances solely to prevent delinquency.

10. It would reduce the number of routing slips which today are being sent to Agents by SACs for the purpose of having them submit reports solely to remove delinquencies thus permitting the SAC to concentrate on supervising investigations instead of urging the preparation of reports.

11. Leads in a great number of cases would be furnished Auxiliary Offices more expeditiously and at a lesser cost in typing and handling.

12. The present delinquency figure actually means but little since a case which from the substantive standpoint may be many months delinquent is not considered a delinquent case merely because some kind of a report has been submitted. It does not show a true picture of the amount of work existing in a field office which requires attention at the present or in the future. This figure is of little value in the assignment of personnel or for other purposes.

DISADVANTAGES:

1. The appropriations committee has become interested in the over-all case delinquency of the Bureau and in the event inquiries are made as to this delinquency at a time other than during the regular hearings it would be necessary to wire the field offices to include this figure in the next monthly report in order that it might be current.

2. The establishment of a "delinquency system" provides an automatic pressure of a type and pressure of the right type is usually desirable. It is pointed out, however, that it is the opinion of the committee that this pressure is not being productive of proper results at this time.

3. It delays the receipt of information at the Seat of Government which might conceivably be of value during the interim when it is merely included in a memorandum in a field office file waiting incorporation in a report.

4. For what value it may be the delinquency figure would be unavailable from month to month in determining the assignment of Agent personnel.

5. It lessens the opportunity for complete Bureau supervision over the progress of investigative activity.

6. Opinions sometimes differ as to whether a report is merely a status report and the adoption of the suggestion might possibly result in a field office failing to report information of value which should have been reported to the Bureau at the time.

RECOMMENDATION: Unanimously favorable.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - Those present were Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg.

- A. Messrs. Tolson, Glavin, Tracy, Ladd and Rosen favored continuing the monthly delinquency report as at present.
Mr. Harbo wanted the delinquencies reported quarterly.
Mr. Nichols wanted the delinquencies reported once each 4 months.
Messrs. Hendon, Mumford and Clegg favored the suggestion that delinquencies be reported annually and on special occasions as required.
- B. Unanimously favorable that status reports and interim reports which contribute nothing of substance to the ultimate outcome of the case no longer be prepared and instructions to the field issued accordingly.
- C. Unanimously favorable that one month after the above instructions to discontinue status reports and unnecessary interim reports are issued two supervisors make a weekly check of 500 investigative reports in order to establish a guide to field offices and to enforce the instructions issued.
- D. Unanimously favorable that field offices be encouraged to send out simple leads, not requiring background information to support them, in letter form. All agreed that the instructions issued should stress that this should apply to the simple leads and in no instance to situations wherein a fugitive is to be located who may be dangerous and background data of course in such instances should be furnished to the field office covering the lead.

II. That all reports presently sent to the Bureau which have been stamped "File" by the field not be submitted to the Bureau at any time; and further that the same instructions to the field as above not to prepare unnecessary status reports and other unnecessary reports be issued.

ADVANTAGES:

1. A saving of approximately 40% of the time now spent in processing investigative reports in the Records Section.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

2. The elimination of the typing of unnecessary copies of reports for transmittal to the Bureau by field offices.

3. The same results as above stated which would reduce the unnecessary preparation of reports would also apply in this instance.

4. Since these reports are not routed to supervisors now and are but infrequently needed by them to review cases it would transfer to a substantial degree the supervision of routine investigations from the Seat of Government to the field offices.

DISADVANTAGES:

1. It would make impossible the supervision of a case file in its entirety at the Seat of Government at any time that special interest in the case might justify a review of the file by any Seat of Government employee.

2. In no instance could the Bureau be assured that a case file was complete for the purpose of supervision or furnishing information to the Department or outside agencies.

3. It would, in fact, mean that the Bureau no longer was a central repository of information elicited in field investigations, and information of possible future value such as unnamed facts or information on reference investigations would not be available.

4. Present authority from the National Archives permits the destruction of reports in the field, the originals of which are on file at the Seat of Government. Based upon this recent ruling, the field is to be authorized to destroy old files after they have reached a certain age. If originals of certain reports in these files have not been submitted to the Bureau a segregation of the material to be destroyed would have to be made in the future.

5. Reports, copies of which have been sent to United States Attorneys, can under the present rule be marked "File." In such instances, however, the Bureau is required to furnish copies to the Department. If the instant suggestion were adopted exceptions would have to be made because of the lack of uniformity in this category of reports.

6. Information contained in a report which today may be marked "File" may as a result of subsequent developments in the case become extremely pertinent and important, but it would not be available to the Seat of Government.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - All members of the Conference unanimously opposed the suggestion as made for the reasons shown under disadvantages.

III. That the original copy of a report in each case be forwarded to the Bureau for indexing and that subsequent thereto the only reports in criminal cases to be forwarded to the Bureau as prepared would be those containing statistical data, summary reports and closing reports and that with the submission of the closing report by the Office of Origin there be simultaneously submitted stapled together in chronological sequence all intervening reports by the Office of Origin and all other offices which have not been previously submitted to the Bureau.

ADVANTAGES:

1. This would reduce the constant flow of reports to the Bureau but would permit in one operation the filing of the closing reports and the interim reports not previously furnished with a corresponding saving in time for processing, indexing, searching, supervising and filing. This saving, Mr. Cartwright advises, would be substantial although he is unable to furnish any accurate estimate as to the actual amount of saving.

2. It would place further responsibility for the supervision of a case on field offices with a corresponding reduction of supervision of the case as far as interim reports are concerned at the Seat of Government.

3. It would reduce the receipt of unnecessary reports for filing at the Seat of Government.

DISADVANTAGES:

1. It would not permit the indexing of additional names included in the case at approximately the time the names were added to the case file in the field thus prohibiting the Bureau from occasionally aiding in the identification of subjects by cross references.

2. It would preclude the supervision of development of cases by the supervisory staff in Washington.

3. It would add to the burdens of the Office of Origin in receiving and maintaining reports which would subsequently have to be withdrawn from the file and forwarded to the Bureau after they are arranged in chronological sequence.

4. The Bureau would not have knowledge of subjects involved subsequent to the transmission of the initial report which might prove embarrassing and inefficient.

5. Since a review of the file would be necessary at the Office of Origin at the time the closing of the report was submitted in order to determine which reports had not previously been furnished to the Bureau it would be a source of possible errors in the field in failing to furnish through oversight to the Bureau reports which the Bureau should have received at the time.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

6. It would prevent the Bureau hearing the Department advised in developments of interest in which perhaps United policy matters were involved.

7. It would cause a loss of uniformity in the number of copies of reports furnished to the Bureau in a given case. Thus, the Bureau would presumably receive 3 copies of the opening report as well as 3 copies of the closing report but only one copy each of interim reports.

8. It would in many instances make it necessary for the Bureau to request an additional copy of the report from the field for transmittal to the Department.

9. It would prevent the coordination of related cases by the Dept of Government which is being handled in different field divisions.

10. The longer periods of time information of current interest and value would not be available to the Bureau.

11. A great many exceptions to the rule would have to be made in order that the Bureau could meet its responsibilities in its contacts with other governmental agencies and officials.

12. It would increase communications required as a result of the numerous phone calls which would have to be made to the field to obtain a status and developments in the cases about which inquiries have been made of the Bureau by outside individuals.

13. The suggestion provides that the initial report shall be furnished to the Bureau. However, the interim reports not being furnished to the Bureau until the end of the case may contain information which is much more important or valuable to the Bureau. This would particularly be true in unusual subject cases where the subject is identified in the interim reports.

~~Recommendation:~~ Unanimously opposed.

~~Recommendation:~~ Unanimously opposed.
to the suggestion.

3/26/46 - All members of the Conference unanimously were opposed.

IV. That where an investigation, except a few incidental leads, is being handled in one field division such incidental leads be developed by letters sent to auxiliary offices and wherever possible the only report to be submitted by the field division prior to prosecutive action would be the summary or prosecutive report in which all substantive information and evidence developed would appear.

ADVANTAGES:

1. A saving in filing processes in the field and at the Seat of Government occasioned by the elimination of interim reports.
2. Focusing attention upon the real objective of the investigation will thereby encourage the investigation of a case to a conclusion with the least possible interruption.
3. It would make the U. S. Attorneys very happy.

DISADVANTAGES:

1. Agents would be retaining their notes for such an extended period in many instances that they would grow stale and the dictation would not be as accurate and real as at present. (This could be remedied to some extent by the preparation of inserts or memorandum)
2. The inability of the Special Agent in Charge and the Seat of Government to supervise the development of the investigation of a case.
3. The elimination of status reports and other unnecessary reports as recommended elsewhere does away with the need of this suggestion.

RECOMMENDATION: ^{Gonroy} Messrs. Clegg and Scheidt - Opposed
Mr. Hendon - In favor of.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - Mr. Hendon is in favor of the suggestion for the reasons listed under advantages.

All other members of the conference were opposed for the reasons listed under disadvantages.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

V. That in all cases except major investigations where the substantive investigation has been completed and the subject has been reported a fugitive that no further reports covering the investigative activity looking toward the location of the fugitive be submitted to the Bureau or to the United States Attorney until the fugitive is apprehended, this to include Deserter and Selective Service fugitives.

ADVANTAGES:

1. Until the fugitive is located there is really nothing of value to report except investigative steps which would be subject to review by Seat of Government supervisors.
2. There would be a great savings in filing at the Seat of Government of numerous reports which have the effect of stating "We haven't found the fugitive yet." It should be pointed out that in major cases the exception has been made to this suggestion.

DISADVANTAGES:

1. It would not permit the Bureau to give supervision to the steps being taken in the field to locate a fugitive with an attendant relaxation in the pressure put on such cases.
2. It would not permit the Bureau on its own initiative taking necessary steps for the issuance of an identification order but dependence would have to be placed on the field to suggest such an order if and when it saw fit.

RECOMMENDATION: Messrs. Hendon and Scheidt - Opposed
Messrs. Clegg and Conroy - In favor of.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - (the attitude of the Conference toward such reports in deserter cases is being reported under the next suggestion marked VI.)

Messrs. Tolson, Hendon, Ladd, Mumford and Rosen were opposed to the suggestion.

Messrs. Tracy, Glavin, Nichols, Harbo and Clegg were in favor of the suggestion.

Those opposing the suggestion pointed out that it would be extremely difficult unless these interim reports were received in fugitive cases to determine in what instances identification orders should be issued; that it would be impossible at the Seat of Government to make a determination as to when what otherwise might be a routine case might reach a status of major importance; and in the preparation of identification orders there would not be complete information in the Bureau's files as to various investigating steps which had been taken to locate the fugitive thus in addition prevent proper supervision at the Seat of Government of fugitive cases.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

EXHIBITIVES' CONFERENCE CONSIDERATION (Con't.)

Those favoring the suggestion point out that "major investigations" were excepted and that whenever in the opinion of the field offices a case reached a status of such importance automatically the reports would be sent to the Bureau in such cases which would be in the vast minority of instances. It is necessary to make a drastic reduction in the amount of work in the Records Section and this would result in a substantial saving in filing and processing reports containing negative information. It is also pointed out that the suggestion does not in any way apply to any report which contains any evidence, but merely the ~~the~~ report showing entire negative information in the efforts to locate fugitives.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

VI. That no investigative reports be submitted to the Bureau in Deserter Cases.

ADVANTAGES:

1. The information showing the Deserter status and upon which the investigation is initiated is received direct from the Armed Services and properly indexed prior to referral to the field. This includes the placing by the Bureau of appropriate wanted notices in the Identification Division.
2. The sole object of these investigations is to locate the deserter. Steps taken to do so are of no permanent value and of little current interest.
3. At the present all such reports are marked "File" and do not receive substantive supervision at the Seat of Government.
4. Statistical information covering the apprehension of the deserter is recorded from the teletype reporting same and not from the investigative report so that even a closing report serves no purpose.

DISADVANTAGES:

1. There would be original reports in the field office files which could not be destroyed at a subsequent date since the originals would not be on file at the Seat of Government.
2. Information of some possible use contained in these reports would not be available at the Seat of Government which should be the central repository for all information reported in investigations.
3. A deserter from Military Service in time of war is an individual whose lack of loyalty would stamp him as a person whose record should be available to all official parties of interest at any subsequent date.
4. It is very probable that a number of these individuals would subsequently be involved in criminal activities in field divisions other than those who have been interested in him as a deserter.

RECOMMENDATION: Unanimously in favor of.

EXECUTIVES' CONFERENCE CONSIDERATION: 3/26/46 - Those favoring the suggestion were Messrs. Glavin, Tracy, Harbo, Nichols, Hendon and Clegg.

Those opposed Messrs. Tolson, Ladd, Mumford and Rosen.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Hendon
Mr. Clegg

THE DIRECTOR

3-28-48

The Executive Conference

FILING SURVEY IN RECORDS SECTION

The Executive Conference on March 27, 1948, attended by Messrs. Tolson, Clegg, Glavin, Ladd, Nichols, Tracy, Harbo, Hendon, Mumford and Rosen, considered and approved the recommendation that in Fugitive matters the memorandum prepared by Mr. Quinn Tamm to Mr. Tracy and the yellow of the form letter transmitting the memorandum and copies of its attachments to the field be considered as one piece for filing purposes inasmuch as this will reduce by one half the total filing efforts in this field.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

AD:MP

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DATE 9/14/92 BY *gjs/cj/kce*

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

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THE DIRECTOR

March 30, 1946

THE EXECUTIVES CONFERENCE

PROPOSED TWO DAY SCHOOL
FOR RECEPTIONISTS

Miss Mildred Polly of the Records Section recommended that a two day school for Bureau receptionists be held to give instructions particularly for those employees who serve as combination guard and receptionists at the main doors near the elevators on the 6th and 7th floors.

The Executives Conference on March 20, 1946, those present being Messrs. Tolson, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy, Glavin and Clegg, felt that a two day school for these employees would be unnecessary but that a conference lasting approximately three hours would be desirable and consequently such conference will be held if the Director approves. This conference will provide an opportunity for the asking of questions which will be answered at the conference, the submission of suggestions as to proper procedure and an exchange of experiences and the method by which the various unusual occurrences had been satisfactorily handled.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SPSC/bee

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Hendon

Mr. Clegg

1946

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EX - 18

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MARCH 12, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #13

EMPLOYER: FRANK D. STANTON
SPECIAL AGENT, ST. PAUL FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon D. Scheidt

EMPLOYEE SUGGESTS: That gymnasium training for agents in the field be
reinstated and that such training be arranged for a late
hour in the afternoon when gymnasium facilities are available.

ADVANTAGES:

1. Incentive for some agents taking physical training in order to keep in better physical condition.
2. Development of a greater degree of personal friendliness among the employees participating in the same group meetings.

DISADVANTAGES:

1. It is practically impossible to supervise such a rule in the field and from the Seat of Government.
2. Road work and regular work within headquarters cities interferes so frequently that schedules will not work out.
3. The variety of interests among agent personnel makes any certain program unattractive to many.
4. With the five day week more opportunity is now available to agents to obtain sufficient and proper exercise and recreation.
5. Such a schedule unnecessarily interferes with agent's free time which is contrary to good morale.
6. Due to the lack of uniformity which would exist throughout the country in such gymnasium training, it would result in excessive exercise on the part of some and may be injurious to personnel.
7. Adequate facilities are very difficult if not impossible to obtain in many areas.

RECOMMENDATION: Unanimously unfavorable.

CONFERENCE CONSIDERATION:

On March 20, 1946, those present being
Messrs. Tolson, Rosen, Ladd, Hendon,
Nichols, Harbo, Tracy, Glavin and Clegg unanimously recommended unfavorably.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Respectfully,
For the Conference

J. Edgar Hoover
✓
Clyde Tolson

E.A.
E.A. Tamm

cc - Mr. Hendon
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:PJ

(Type March 1, 1946)

PROPOSED CHANGE IN MANUAL OF RULES AND REGULATIONS

SECTION 10H(3)

When a fugitive not the subject of an Identification Order, Inter-division Identification Bulletin or Wanted Flyer is apprehended, located or process has been dismissed, the Bureau and the office of origin shall be advised by teletype message. The office of origin shall then advise all auxiliary offices having leads outstanding. The wire to the auxiliary offices shall indicate the reason why the investigation is being discontinued.

Approved by Executive Conference 3-5-46.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/1/92 BY 3952/600

RECORDED

66-2554-4650
57 MAR 28 1946

51 APR 8 1946

122
THE DIRECTOR

March 21, 1946

THE EXECUTIVE CONFERENCE

On March 20, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Nichols, Harbo, Tracy, and Glavin, considered the suggestion submitted by Agent Alexander W. Neale, Jr. of the Washington Field Office during the recent inspection of that office.

Agent Neale suggested that a pistol rack be made and placed in the gun vault so that the personal guns of the Agents could be placed in the rack. Inspector Egan stated that there are only from one to three agent's guns in the vault at a time and he did not feel that it would be necessary to construct a rack for these guns.

The Conference is in agreement with the inspector's recommendation in this regard and does not recommend the construction of a pistol rack to take care of a limited number of guns that may be in the vault at one time.

Respectfully submitted,
FOR THE CONFERENCE

PK
H
Clyde Tolson

E. A. Tamm

CC: Mr. Clegg
Mr. Hendon

RECORDED

EX - 40

66-2554-4651
F B I
61 APR 3 1946

WRG:PC

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#223013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP5C/PLC

APR 11 1946

ORIGINAL COPY FILED IN 66-2554-3731

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: March 22, 1946

FROM : A. ROSEN

SUBJECT: DIVISION OF ORIGIN CHANGES
UNNECESSARY CORRESPONDENCE

lc
In connection with the Bureau's "streamlining" program, the following situation is called to your attention:

Frequently the Bureau, where the occasion warrants, will designate a new division of origin. This, of course, is done by form letter which instructs that the old division of origin carefully review its files to ascertain that the new division of origin has copies of all pertinent serials. In numerous instances, the old division of origin will then direct a letter to the Bureau, or an RUC report, which contains information to the effect that its files have been reviewed and the new division of origin has copies of all pertinent serials. It would appear that such a report or letter is unnecessary inasmuch as the old division of origin has been charged by the Bureau with the responsibility of taking that action. Such a report or letter serves no particular purpose and wastes time and money.

RECOMMENDATION

It is suggested that the attached proposed Bureau Bulletin be prepared and furnished to the field, calling its attention to this situation and requesting the discontinuance of these reports and letters.

Attachment

①
ADDENDUM: The Executive Conference on March 22, attended by Messrs. Tolson, Glavin, Harbo, Tracy, Nichols, Ladd and Rosen, approved the attached Bureau Bulletin.

Director's notation: "OK H."

AHG:aes

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP5C/bce

RECORDED
22

166-2554-4652
F B I
55 APR 1946

57 APR 4 1946

COPY:FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. LADD

DATE: March 12, 1946

FROM : C. H. CARSON

SUBJECT: COPIES OF REPORTS IN CLOSED SIS INVESTIGATIVE FILES

BACKGROUND

The SIS Manual presently provides that when an investigative case is closed, all but one copy of each serial shall be destroyed. This regulation was placed in effect primarily as a security measure so that should an SIS office through force of circumstances find it necessary to destroy the files of the office, this procedure could be accomplished in less time. It was further believed that once an investigative case file has been closed it is of little value except possibly for reference purposes and more than one copy of each serial serves no purpose.

DETAILS:

The Legal Attache at Panama, Special Agent Clarence W. Moore, has recommended that consideration be given to amending this subsection of the Manual and permitting Legal Attaches to retain additional copies of reports. Mr. Moore states that he feels the advantage gained by achieving smaller files is outweighed by the work attendant to the destruction of the extra copies and the occasional necessity to recopy reports when it is later ascertained that some other office requires a copy of a report from a closed investigative file.

Mr. Moore has apparently assumed that the primary advantage of this procedure is the maintaining of smaller files in the closed section of the administrative files and has overlooked the security angle involved. This, of course, is quite easy to understand in Panama where it is hard to imagine a set of circumstances under which we would be forced to destroy our files to avoid possible seizure by a local government. It is realized that there may be occasions when it is necessary to reopen an investigative case and forward a copy of a report to some other office for investigation. However, it is believed that such instances will be so few that the work involved in preparing extra copies of such reports will be outweighed by the advantage of having as little material as possible to destroy in the event of emergency.

RECOMMENDATION:

It is recommended that no change be made in the SIS Manual in this connection and that Mr. Moore be advised. A suggested letter thanking him for his suggestion is attached.

Attachment

GWH:t16

Approved by Executives Conference
with Messrs. Tolson, Tracy, Harbo,
Nichols, Hendon, Clegg, Rosen, and
Mumford attending, 3/14/46.

JKM

RECORDED

60 APR 3 19

EX-40

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/4/92 BY [signature]

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HEREIN IS UNCLASSIFIED
DATE [blank] BY [blank]

THE DIRECTOR

March 21, 1946

THE EXECUTIVE CONFERENCE

On March 20, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Nichols, Harbo, Tracy, and Glavin, considered the suggestion submitted by stenographer E. Ann McNamara of the Washington Field Office during the recent inspection of that office.

Miss McNamara suggested that the property list for women employees be discontinued as the only item on the list is a building pass. For the Director's information a property list is maintained on each employee in the service who has any official property charged to him or her and the Conference felt that since there is no recurring work in the keeping of such a list that the list presently maintained should be continued.

For the Director's further information the inspector felt that the property list of women employees should be continued as it is at the present time.

Respectfully submitted,
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

RECORDED

66-2556-4654
F B I
61 APR 3 1946

WRG:PC

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/92 BY [signature]

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

PR 11 1946

ORIGINAL COPY FILED IN 66-2556-517

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : THE DIRECTOR

DATE: 3-11-46

FROM : A. Rosen

SUBJECT: ISSUANCE OF IDENTIFICATION ORDERS

In line with the Director's instructions with reference to the issuance of Identification Orders, the following proposed plan is submitted which will be followed in connection with the preparation and issuance of Identification Orders.

Immediately upon receipt of information in the Bureau that a crime of considerable public interest has been committed or that a crime has been committed by a notorious subject or one who is armed or dangerous, the preparation of an Identification Order is considered and the office of origin requested to furnish sufficient information for the preparation of the Identification Order and to advise by teletype any reason why an Identification Order should not be issued at that time. If the office of origin indicates that there is a good likelihood to believe the subject may be apprehended in the immediate future or that publicity concerning the identity of the subject is inadvisable, the issuance of the Identification Order is held in abeyance and the matter followed closely with the Field. In other cases where the offense involved is not as serious and the subject is not notorious, Identification Orders are issued only when immediate leads looking toward the location of the subject have been exhausted.

WANTED FLYERS

Wanted Flyers will be published in those highly publicized cases wherein the Identification Order is to be supplemented by wide circularization of a Wanted Flyer.

ADDENDUM: 3-12-46 Approved today by the Executive Conference with Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Mumford, Nichols, Ladd and Rosen in attendance.

Director's notation: "OK H."

AR:MP

4323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/13/92 BY SP5C/h

RECORDED

166-2554-465
F B I
55 APR 4 1946

EX-40

INITIALS ON ORIGINAL

58 APR 10 1946

ORIGINAL COPY FILED IN

THE DIRECTOR

3/6/46

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Clegg, Ladd, Mumford and Rosen considered the question of the preparation and distribution of Identification Orders and Wanted Flyers on escaped prisoners of war.

In view of the great volume of work confronting the Mechanical Section and the number of Identification Orders which must be gotten out on dangerous types of fugitives, the Conference unanimously felt that at the present time it was unnecessary and inadvisable to issue such Identification Orders and Wanted Flyers on prisoners of war as an ordinary thing.

RECOMMENDATION - It is unanimously recommended that Identification Orders and Wanted Flyers in escaped prisoner of war cases not be issued unless from specific facts at hand it appears that the escapee is a dangerous individual. It is further recommended that work presently being done on any such Identification Orders or Wanted Flyers be stopped and that those which have recently been approved not be printed or distributed.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RGH:DF

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/13/92 BY *gry/bra*

RECORDED

166-2554-4656
F B I
55 APR 4 1946

EX-18

Tolson _____
E. A. Tamm _____
Clegg _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Harbo _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

57 APR 10 1946

ORIGINAL COPY FILED IN 66-2271-051

THE DIRECTOR

4/1/46

Executive Conference

LC The Executive Conference consisting of Messrs. Tolson, Hendon, Ladd, Clegg, Harbo, Tracy, Glavin and Nichols considered the suggestion of Special Agent Robert H. Kurtzman to the effect that every Agent should be trained to be proficient in the operation of the teletype machine. It was pointed out to the Conference that in order to become proficient in the use of the teletype equipment the Agents must become expert typists. It was the unanimous opinion of the Conference that if the Special Agent in Charge, Assistant Special Agent in Charge, supervisors, and Agents assigned to night and Sunday duty were competent, that this should be sufficient, and accordingly, a bulletin to all Agents in Charge is attached.

Respectfully,
For the Conference,

W
Clyde Tolson

Ent
E. A. Tamm

OK
cc - Mr. Clegg
cc - Mr. Hendon

8323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE *9/3/92* BY *SP-6/bce*

LBN:SL

P43
Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

W
RECORDED
&
37 INDEXED

166-2554-4657
19 APR 4 1946

61-XH

51 APR 8 1946

THE DIRECTOR

March 29, 1946

THE EXECUTIVE CONFERENCE

MAINTENANCE AND REPAIR OF DIAL RECORDERS

On March 26, the Conference considered the proposal that the repair of dial recorders be handled by a private organization rather than by Bureau technicians as at present. The Bureau has 481 dial recorders, which are used on technical surveillances to make a record of the telephone number which has been dialed. In addition, the Bureau has approximately 1,000 sound recorders for the purpose of recording conversations on phonograph-type disks.

For several years we have had a contract with the Presto Corporation for the servicing and repair of the sound recorders. The present proposal is that this contract be expanded to include the service of the dial recorders. Mr. Ladd indicated that there is no objection to this from the security standpoint.

The contract with the Presto Corporation calls for an hourly charge of \$5.25 for repair work, plus the cost of parts. An analysis of 44 recent vouchers indicates that the average cost of servicing a sound recorder unit is \$74.95, of which \$48.43 is for labor and \$26.52 for replacement parts. Each sound recording unit is composed of three pieces, namely two turntables and one amplifier. On the other hand, the dial recorder is composed of a single unit and maintenance and repair costs would be correspondingly lower. It has been estimated that the labor cost in repairing the sound recorders would be approximately 20% lower if the work were handled by Bureau technicians. It is assumed that replacement parts would cost the same amount.

Messrs. Tolson, Tracy, Hendon, Clegg, Ladd, Mumford, Rosen, and Harbo are in favor of extending the contract for repairs to include the dial recorders. It was pointed out that the Laboratory is faced with the necessity of reducing personnel from 175 to 103 by June 30 and the elimination of servicing of the dial recorders by the Laboratory technicians will save the time of $\frac{1}{2}$ an employee.

Mr. Glavin was opposed on the ground that it would be more expensive to the Bureau to have the work done by an outside contractor. Mr. Nichols concurred in Mr. Glavin's view.

If the Director approves the majority recommendation, arrangements will be made immediately to have the repair of dial recorders handled under the same contract as sound recorders are now handled by an outside contractor.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/3/92 BY SP-2/BJE

COPY: FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: February 27, 1946

FROM : R. E. LEE

SUBJECT:

4323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9/13/92 BY SP5 CJB/612

There is attached hereto Circular No. 3946 and a memorandum from Mr. Andretta dated February 20th relating to the cancellation of all parking privileges in the Department and indicating that certain designated spaces comprising 27 spaces in the garage proper and 6 spaces in Court E would be available to the Bureau subsequent to March 15th.

The background of this particular recommendation stems from the Bureau's survey at which time it was recommended "that all presently outstanding parking permits be cancelled and new permits issued consistent with existent needs and based on an equitable distribution of the available parking spaces between the various offices, bureaus and divisions." As noted from the attachments, it is planned to close entirely Court A and the assignments given to us in Court E represent a reduction of about 14 passes from the assignments we have had. Mr. Andretta advised everyone was being reduced proportionately and the Attorney General had advised not to reallocate any space. I advised him we objected strenuously to the fact that no additional space was made available as we were long suffering in this regard.

During the course of the Survey, it was found that the Bureau of Prisons had 12 spaces in the garage despite the fact that they have vacated the building, and the War Division which has since been liquidated had an assignment of 5. Based on either the total personnel assigned in the building, the total square footage assigned in the building or the total salaries paid to employees in the building the FBI is entitled to a great many more parking spaces than have ever been allowed, yet as it turns out we are actually being reduced.

I think we should make an issue of this matter at this time to try and get the assignments straightened out on some sort of equitable basis as we certainly will not later be able to get an adjustment when this new plan is put into effect.

I happen to know that originally the Department had planned on making some reallocations that would benefit the Bureau; however, they apparently met so much opposition from the other divisions and bureaus that they have not been able to do anything for us, and I would like to recommend that the attached memorandum be directed to Mr. McGranery concerning this matter.

Attachment

On March 6, 1946, this was approved by the Executive Conference consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Harbo, Tracy, Nichols, and Glavin.

REL:val

52 APR 8 1946

Director's notation: "OK H."

ORIGINAL COPY FILED IN 66-2229-1984

66-2554-4659
F B I
EX-55 APR 7 1946

THE DIRECTOR

April 2, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of March 26, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Clegg, Nichols, Harbo, Tracy and Glavin, considered a suggestion made by Mr. Glavin concerning ~~compensatory leave~~. Mr. Glavin pointed out to the Conference that ~~at the present time~~ there is a tremendous amount of compensatory leave piling up at the Field and the Seat of Government and he feels that steps should be taken by the Bureau at this time to definitely ascertain the amount of the compensatory leave backlog so that this information will be available in determining the actual man days of work we will be able to secure from our operating staff during the next fiscal year.

The Conference was in agreement that this information should be secured.

Should the Director approve, the attached communication should go forward to the field and to the Assistant Directors at the Seat of Government.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

*A. What are we
going to do about it
after we get it. It
sounds like "budget
increase double talk"*
JD

CC: Mr. Hendon
Mr. Clegg

WRG:PC

#3230 13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/3/92 BY *gsc/kae*

RECORDED

INDEXED

66-255-7660
7 APR 4 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

5 1946

THE DIRECTOR

4/2/46

THE EXECUTIVES CONFERENCE

The Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Rosen, Hendon, Hince, Ladd, Mumford and McGuire considered the delay in delivering a memorandum to the Attorney General in the Lieutenant Redin case which was dated March 29. In order to prevent insofar as possible a similar situation arising in the future, the following recommendations are unanimously made:

1. That hereafter the Reading Room will correct all typographical errors appearing in outgoing correspondence, returning to the divisions only those communications where a matter of policy is raised, where it is necessary to rephrase communications, where it is necessary to attach additional copies or where the initials of an Assistant Director are required. It was felt that this would speed the handling of communications on which there are slight errors and insofar as the Lieutenant Redin memorandum was concerned would have completely eliminated all of the trouble. No additional personnel will be required at this time in the Reading Room to handle this work.

2. That the Messenger Room continue to furnish its regular service until 9:30 p.m. At the present time there is no messenger service of a regular nature after 5:30 p.m. except to Assistant Directors whose offices are open. It is therefore possible under the present system for an important piece of mail received in the Central Sorting Unit after 5:30 to remain there until the next morning and if on Friday night to remain there until Monday morning. To render the additional service until 9:30 p.m. will require approximately four additional employees to be on until that time.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg

51 APR 8 1946

RECORDED & INDEXED
EX-40
214

166-2554-4661

30 APR 4
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/3/92 BY SP-6/bee

THE DIRECTOR

4/1/46

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Clegg, Ladd, Nichols, Rosen, Harbo, Hendon and Tracy on March 29, 1946, considered a suggestion of Special Agent K. T. Delavigne that ~~probation~~ flash notices, Form FD-11, used by the Bureau Field Offices in those cases where the subject has been given a probationary sentence and contains the request that the interested Field Office be advised by the Identification Division if the subject is arrested during the period of probation, be handled in the following manner.

1. That ~~flash~~ letters which cannot be identified be returned to the Field Office with the following words stamped thereon: "Unable to identify in Ident Division files. Bureau should be furnished fingerprints or additional identifying data."
2. That the temporary 3 x 5 name card containing the probation flash notice not be typed until the Field has made a further effort to identify the subject with fingerprints, FBI or police registry number. The present practice is to prepare a temporary name card which must be replaced at a later date.

If the foregoing is approved, there will be a considerable saving in the handling of the work in the Fosting Section of the Identification Division.

There is transmitted a letter thanking Agent Delavigne for his suggestion, if approved. The Conference unanimously recommends approval.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
INDEXED
198

30 APR 4 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/3/92 BY [signature]

51 APR 8 1946

THE DIRECTOR

April 9, 1946

THE EXECUTIVE CONFERENCE

lc
The Executive Conference of April 1, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Clegg, Hendon, Harbo, Tracy, and Glavin, was advised by Mr. Glavin that Mr. Tracy had received information from a Mr. Ira Reynolds of the War Assets Administration, to the effect that the War Assets Administration had a number of sets of guide cards which they would sell to the Bureau at acquisition cost.

Samples of the guide card are attached hereto, it being noted that it is the type of guide card utilized by the Identification Division.

The Conference was advised that an appropriate check had been made with the War Assets Administration and it has been ascertained that one type of guide card could be purchased for \$44.15 a thousand, through War Assets Administration and the other at \$66.00 a thousand, through the same organization.

Both of the guide cards in question are on regular Government schedule and for the Director's information, the guide card which was offered to the Bureau by the War Assets Administration for \$44.15 per thousand, can be purchased on the regular schedule for \$38.50 per thousand, a savings of \$5.65 a thousand. The other type of card can be purchased on general schedule for the same price as it is being listed by the War Assets Administration, \$66.00 a thousand.

The Conference is in agreement that no purchase of these guide cards should be made from the War Assets Administration at the present time.

Respectfully submitted,
FOR THE CONFERENCE

K
Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy
WAG:PC

51 APR 8 1946

E. A. Tamm
E. A. Tamm
RECORDED
&
INDEXED

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 1/3/92 BY *gsc/bic*

66-2554-4663
12 APR 11 1946

THE DIRECTOR

MARCH 28, 1946

THE JOINT COMMITTEE

SUGGESTION 170

EMPLOYER: MR. J. J. GLEASON
NORFOLK FIELD OFFICE

O'Connell's Conference

MEMBERS PRESENT: H. H. Clegg R. E. Conroy
R. C. Hendon B. Scheidt

EMPLOYEE SUGGESTS: That false registration cases under the Selective Service Act be closed when all logical leads have been exhausted.

ADVANTAGES:

1. Many of these registrations were made by those under the Selective Service Act who desired to obtain a registration certificate as proof that they were over eighteen and if the persons could be identified and located, no prosecution would ensue.
2. Many of the persons who falsely registered, subsequently registered under the act and have even served in the armed services.
3. Many of those who falsely registered have probably violated the act in other ways and have been subjects in Bureau cases covering these violations without the possibility of our tying them up with the false registration case.
4. Even though these cases are now in a pending status, in reality no productive investigation is being made and consequently no bad consequences will result from closing them.
5. A fair percentage of the persons who are the subject of false registration may have later been inducted into the armed services under other names and cleared in action so that there would be no possibility of solution.
6. This would result in purging the pending files in field offices of numerous deadline cases and correspondingly would reduce the pending files section and administrative overhead.
7. By closing these cases it would enable more concentration upon other Selective Service cases in which productive results might be achieved.
8. A large number of these cases are absolutely deadend and despite all reasonable investigative activity they can never be solved.
9. This suggestion is consistent with the usual Bureau practice followed in other cases of closing cases when all logical leads have been exhausted.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Quinn
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/23/92 BY 9806/bce

51 APR 8 1946

MEMORANDUM TO THE DIRECTOR

MARCH 28, 1946

10. These cases, of course, could be reopened upon the receipt of any information identifying the subject.

11. Upon the closing of such cases, stops might be maintained in the Identification Division by name and description so that cases could be reopened upon the arrest of anyone possibly identical.

DISADVANTAGES:

1. The adoption of any program of this nature would be an admission by the finest investigative organization in the world of its inability to solve difficult cases.

2. Experience has shown that when ingenuity is displayed on these difficult cases, that the Agents are successful in their solution.

3. This would allow the lazy Agent or SAC an easy method to dispose of cases rather than the expenditure of proper effort.

4. In the preparation of statistics of the records of the FBI during World War Two as to the location of Selective Service violators, the Bureau would be forced to admit to Congress and to others its inability to locate a certain percentage of the violators of the Selective Service Act.

5. During the course of collateral investigations, there often comes about the solution of these so called deadend Selective Service cases by the admission of the violator that he had registered two or more times. In this manner, two or more cases are often solved by the arrest of a single individual.

6. The statute of limitations may possibly run in certain types of these cases which would afford their closing in a regular manner.

7. The Department has already refused to accept the responsibility for the closing of these cases and it would be an unwise policy for the Bureau following such refusal to accept the responsibility on its own.

RECOMMENDATION: Messrs. Hendon, Scheidt and Clegg, favorable. Mr. Conroy, Unfavorable.

EXECUTIVES' CONFERENCE ACTION:

Messrs. Tolson, Glavin, Tracy, Harbo, Ladd, Mumford and Rosen are opposed to the suggestion and feel that the false registration cases should not be closed for the disadvantages stated above.

Messrs. Clegg and Hendon are in favor of the suggestion for the reasons stated under advantages.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

THE DIRECTOR

April 3, 1946

THE EXECUTIVE CONFERENCE

pc

The Executive Conference of April 1, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Clegg, Hendon, Harbo, Tracy, and Glavin, considered the suggestion submitted by Miss Cheda Eitel of the Administrative Division, suggesting that the Movement Section discontinue the checking of personnel files of Agents to be brought in for In-service.

Miss Eitel pointed out that in view of the fact that extended leave, wife's confinement, indefinite periods of special assignments away from an Agent's office of assignment and probation are carried on the records in the Movement Section, that calling the files to check on them to see if there is any reason why an Agent should not be called in for In-service, is a duplication of work.

It was pointed out to the Conference by Mr. Tolson that in many instances information necessarily needed by the Movement Section before ordering in Special Agents for In-service, and other types of schools, is reflected in the personnel file of the Agent and would not be reflected on movement cards in the Movement Section.

The Conference recommended, therefore, the continuance of the present policy of checking files of prospective In-service School Agents before they are ordered in. Should the Director approve, the attached communication should go forward to Miss Eitel.

Respectfully submitted,
FOR THE CONFERENCE,

Clyde Tolson

E. A. Tamm

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RECORDED 66-2554-4665
INDEXED
32 APR 4 1946

cc: Mr. Hendon
Mr. Clegg

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Mumford
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

51 APR 8 1946

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/23/92 BY 852/bce

THE DIRECTOR

March 21, 1946

THE EXECUTIVE CONFERENCE

lc
On March 20, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Nichols, Harbo, Tracy, and Glavin, considered the suggestion submitted by Agent H. P. Callahan to the effect that since all restrictions on making advance reservations were lifted on March 15, 1946, that the Bureau prepare an appropriate bulletin to the field advising the various Special Agents in Charge and Special Agents that in proceeding to Washington for In-service Training or other specialized training in the future that an Agent or another employee take care of the round trip accommodations before beginning to travel. It was pointed out to the Conference that at the present time the Chief Clerk's Office is making all such railroad reservations and since there is no limitation on the time of making reservations at this time it is felt that they can be very easily handled by the various travelers themselves.

The Conference concurs in the suggestion submitted by Agent Callahan and should the Director approve, the Conference recommends that an appropriate bulletin be prepared for transmission to the field in this particular matter.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

CC: Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

WRG:PC

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DATE 9/3/92 BY SP5 cjp/see

51 APR 8 1946

RECORDED & INDEXED
EX-18

31 APR 4 1946

THE DIRECTOR

3/29/46

THE EXECUTIVES' CONFERENCE

cc

The Executives' Conference on February 15, 1946, those present being Messrs. Tolson, Tracy, Hendon, Glavin, Harbo, Mumford, and Clegg, unanimously approved transmitting the attached letter to all SACs instructing them to give detailed training on an individual basis in small offices and in small groups in larger offices in the handling of various types of technical equipment used by Agents in an office. The larger offices have regular "sound men" assigned to them who would give the instruction and where there are no "sound men" in the smaller offices the SAC and ASAC would give the training.

It was pointed out by Mr. Donaldson, the supervisor of technical training, that among the Agents attending the In-Service Schools, as a usual rule, those who come from most of the Eastern offices are quite well informed about the various pieces of technical equipment and are able to handle and use the equipment satisfactorily. This is due in part to the fact that Mr. Donaldson has been able from time to time to visit field offices during their regular quarterly technical training periods. From other sections of the country, as a usual rule, the ability of individual Agents is not as good and it is believed that this intensive course of training in the field office in addition to that received in In-Service Courses once a year will be of definite advantage to the Bureau.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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DATE 9/8/92 BY SP2/JS

RECORDED & INDEXED

1566-2554-4667
37 APR 4 1946

EX-40

cc - Mr. Clegg
Mr. Hendon

43
1 APR 8 1946

HHC:RJ

THE DIRECTOR

February 12, 1946

THE EXECUTIVE CONFERENCE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/8/92 BY SP5C/KCE

The Executive Conference of February 8, 1946, consisting of Messrs. Tolson, Clegg, Ladd, Harbo, McGuire, McCabe (for Mr. Rosen) and Glavin considered a suggestion submitted by Special Agent R. F. Cartwright, Supervisor of the Files Section, concerning file covers.

Mr. Cartwright points out that the records of the Files Section are in need of file covers longer in length than the ones presently used. He recommends that file covers of the length of the attached sample be secured for the Files Section.

He points out that for the past several years we have been receiving a great deal of material that is longer in length than the standard size sheets of paper; that because of this, it is necessary under the present procedure to fold this material up at the bottom; that experience has proved that through continued folding and unfolding of the paper, the bottom end soon tears off and must be repaired by the file section; and that also, this folding causes the bottom end of the file to be larger than the top thus taking more space in the file cabinet.

Mr. Cartwright recommended that 100,000 file fronts and 100,000 file backs of the longer size be secured.

It was pointed out to the Conference that the purchase of these particular types of file covers would necessarily come from the Printing and Binding appropriation of the Department and not from the Bureau's appropriation. Glavin pointed out to the Conference that at the present time the Printing and Binding appropriation of the Department is completely obligated, and it may be necessary for the Department to request a Deficiency Bill to cover additional funds which may be needed in this particular appropriation; and that if such a Deficiency Bill is requested, the Administrative Division of the Department may request a Bureau representative to appear before the Deficiency Committee to justify the funds necessary to cover purchases such as these file folders in question. 46-2554-4668

The Conference further points out that the Regular type file folder has sufficed and, therefore, it is opposed to the purchasing of 100,000 additional file fronts and file backs of the longer size at the present time. Should the Director approve the Conference recommendation, Mr. Cartwright will be appropriately advised.

Attachment

cc - Mr. Clegg
Mr. Hendon

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson E. A. Tamm

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R-123

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #84

EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
SEAT OF GOVERNMENT

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That all accounting courses be discontinued immediately, both for In-Service Agents and for New Agents who may enter the Bureau in the future.

ADVANTAGES:

1. Savings in time which should be spent by accountants in getting actual experience instead of developing more theory.
2. Bureau's present requirement for New Agents is that they be expert accountants with three years' practical accounting experience and thus the accounting course would not be expected to be advantageous to men with such qualifications.
3. It would save clerical time at the Bureau in recording this material.
4. It would save supervisors' time at the Bureau in grading the papers.
5. It would save mimeographing and distributing the accounting lessons.

DISADVANTAGES:

1. Put a premium on dilatory Agents.
2. At present there are in the field only 28 accountants who have not completed the course within the prescribed period and these owe the Bureau an average of less than three lessons each. Accordingly, the special agent accountants in the field have substantially completed the course, and the only accountants with substantial pending lessons are those who have recently returned to the Bureau's service from SIS or military leave.
3. Five years' experience within the Bureau will be substituted for the 3 years' practical accounting experience in the appointment of clerical employees to the positions of Special Agents. These men are benefited by the course.
4. Even experienced accountants might derive some benefit from a review course on accounting theory.
5. Since the great majority of present employees have completed the course and the present requirement is that New Agents must complete it within 1 year the problem and amount of work at any one time in the future will not be as great.

RECOMMENDATION:

Messrs. Scheidt, Conroy, and Clegg favor the recommendation as stated; Mr. Hendon is opposed for reasons given.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 9/11/92 BY 9501/200

56 APR 11 1946

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EX-18

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file C-7 66-3304-119

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EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference considered this matter on 8/18, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg.

Those favoring continuing the accounting courses as at present were Messrs. Tolson, Glavin, Hendon, Ladd, Mumford and Rosen. Those recommending that they be discontinued were Messrs. Tracy, Nichols and Clegg.

Respectfully,
FOR THE CONFERENCE

CLYDE TOLSON

E. A. TAMM

CC - Mr. Hendon
Mr. Clegg

hhojhd

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO

DATE: March 7, 1946

FROM : MR. D. J. PARSONS

SUBJECT: RESEARCH IDENTIFICATION OF INKS

Executive Conference

Prior to the war there was initiated a research project seeking methods of identifying numerous types and brands of writing inks. Methods were desired which would be applicable to our problem, that is, in the identification of the written ink line rather than from bulk samples. Since that time we have collected a large number of ink samples and have made test writings on various types of paper. The project was suspended due to more urgent matters during war time. I have discussed this project with Messrs. Sizoo and Dingle and we are in agreement that important work can be done which would be of great value in our examinations. We have repeatedly received requests to examine and compare ink and ink writings and presently the best we can do is to make spot tests in an effort to find differences and are not in a position to determine specifically what the inks are or to differentiate between different brands of the same type.

I wish to recommend that there be authorized a research project intended to develop methods for identifying inks from an examination of the ink writings. Mr. Gormley of the Document Section is a qualified chemist and being a document man is familiar with the problems and importance. The potential value of this project is such that I think he should be authorized to spend half his time for a period of sixty days on this project. This amount of time, though it may not complete the project, will provide us with valuable information which we can use in our examinations and will permit us to evaluate the desirability of continuing this work an additional period.

RECOMMENDATION: I wish to recommend that there be authorized a research project in the identification of ink for an initial period of thirty man days.

DJP:EH

APPROVED BY EXEC CONF 3/21/46 - present Messrs. Tolson, Glavin, Tracy, Nichols, Ladd, Rosen, Harbo.

Director's notation: "OK H."

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EX-40 61 APR 5 1946

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58 APR 15 1946

THE DIRECTOR

March 30, 1946

THE EXECUTIVES CONFERENCE

SUGGESTION OF FREDERICK D. BAKER, JR.
SPECIAL EMPLOYEE

The Executives Conference on March 20, 1946, those present being Messrs. Tolson, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy, Glavin and Clegg, considered the suggestion of Special Employee Frederick D. Baker, Jr. of the Washington Field Office that a short refresher course be given to all employees returning to the Bureau from military leave.

The conference unanimously recommended that a letter such as the attached be sent to all field offices instructing them to conduct all clerical employees returning to the office from military leave on a tour of the office and to explain in detail the various operations of the office just as is done for newly appointed clerical employees. Similarly the field offices are being instructed that there should be a discussion of the organization and functions of the Bureau as a whole such a discussion being led by the SAC.

If this is approved there is attached hereto a letter to the employee advising him of the action being taken and also a letter to all SACs as suggested.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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& INDEXED

166-2554-4671
22 APR 5 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

31 APR 8 1946

cc - Mr. Hendon
Mr. Clegg

HHC:PJ

THE DIRECTOR

April 3, 1946

THE EXECUTIVE CONFERENCE

le
The Executive Conference of April 1, 1946, consisting of Messrs. Tolson, Rosen, Mumford, Ladd, Clegg, Hendon, Harbo, Tracy, and Glavin, considered the suggestion made by Special Agent Edward McCue that Section 6-A (16) of the Manual of Rules and Regulations be changed. He pointed out that the section referred to above reads as follows: "In all correspondence pertaining to Bureau personnel the full name of the employee shall be set forth."

He feels that there is a possibility of a double interpretation of this rule and as the Manual stands it requires the use of cumbersome middle names. Special Agent McCue suggested that this Manual Section be revised to read as follows: "In all correspondence pertaining to Bureau personnel, the name of the employee as it appears on the Bureau pay roll shall be set forth."

Mr. Glavin advised the Conference that the use of the pay roll name would suffice in every instance.

The Conference was in agreement that the suggestion submitted by Agent McCue be approved. Subject to the Director's approval, the attached memorandum should go forward to the Training Division concerning the change in the Manual Section and the attached communication should go forward to Agent McCue thanking him.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

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&
INDEXED

66-2554-4672

TAMM 31 APR 5 1946

CC: Mr. Hendon
Mr. Clegg

EX-18

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51 APR 8 1946

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

WRG:PG

THE DIRECTOR

April 4, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference on April 3, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen and Clegg gave consideration to the matter of attendance and training in the Bureau's gymnasium.

1. The schedule has been prepared to become effective at once calling for physical training of the supervisory staff for four periods as follows:

10:00 - 11:00 A.M.

11:00 - 12:00 Noon

12:00 - 1:00 P.M.

4:00 - 5:00 P.M.

The FBI National Academy, in two sections, would take training as follows:

2:00 - 3:00 P.M.

3:00 - 4:00 P.M.

2. Beginning May 15, 1946, all gymnasium training would be given during the summer months on the roof gymnasium except in inclement weather when training would be given in the basement gymnasium. One gymnasium will be closed at all times due to the fact that only one instructor and one attendant will be available.

3. When new Agents' classes are in session at Washington the new Agents' training will be given from 11:00 - 12:00 Noon and an additional hour from 9:00 - 10:00 A.M. would be provided for the supervisory staff.

4. That the weekly pink memorandum listing the names of the supervisors absent during the previous week which is sent to each Assistant Director for notations as to reasons for such absence be discontinued immediately.

5. That gymnasium training in the future be on a strictly voluntary basis for members of the supervisory staff in Washington and those who desire to go will be permitted to attend at regularly scheduled periods provided for supervisors. There will be no requirement for their attendance any specific number of times or at all.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

51 APR 8 1946

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DATE 9/11/82 BY SP-6/bee

6. That students in new Agents' classes and FBI National Academy
be required to attend as at present.

Respectfully,
For the Conference

EAT
E. A. Tamm

T
Clyde Tolson

OK
CC: Mr. Hendon
Mr. Clegg

HHC:rs

R. T. HARBO

March 5, 1946

I. W. CONRAD

Magnetic Retriever

HISTORICAL BACKGROUND:

Several years ago the Bureau obtained through one of its field divisions a six-volt electro lifting magnet operating from a wet-cell battery that could be used submerged in water for the purpose of retrieving magnetic tools or weapons that were magnetic. This magnet was approximately five inches in diameter with a weight of four pounds, but it had a lifting power in direct contact with a good magnetic substance of 67 pounds. This magnet was maintained for several years in the Laboratory museum as an exhibit for tours. It was last used in September, 1944 in searching a lagoon off the Potomac in conjunction with a murder case.

Last year the Boston field division forwarded to the Bureau a clipping from the Police Chiefs' News Letter dated May, 1945 covering a discussion of a magnet capable of lifting 300 pounds, with a possible lifting power of 500 pounds, which required no batteries or electrical fixtures. The clipping related that this magnet was then used by the Bridgeport, Connecticut police department and was the result of months of research and study by police superintendent John D. Lyddy of Bridgeport, Connecticut. The article further related that the magnet was planned for retrieving evidence such as weapons used in murder or assault cases from bodies of water but that it could also be utilized for retrieving articles of evidence from almost any hiding place.

Contact was also made with the General Electric Company of Schenectady, New York in September, 1945 relative to a magnet designed specially for possible Bureau application. On October 11, 1945 a letter was received from the General Electric Company covering the transmittal of sketch #69085-59 for a proposed FBI magnetic retriever. This sketch illustrated a magnet made up of six magnetic sections which could be arranged in a group to cover an area approximately two feet by three feet or could be assembled adjacent to one another endwise to give a magnetic unit approximately 9 inches by 9 feet. It is noted that the General Electric Company states that the holding force under ideal conditions would be 300 pounds per magnetic section or a total of 1800 pounds with all six sections. No data was obtained relative to flux distribution, weight, or the variation of magnetic pull with distance. Accordingly, a further request was made of General Electric for additional pertinent data.

A second letter dated December 12, 1945 was received from the General Electric Company covering the transmittal of charts and magnetic pull in pounds for varying distances from the magnet of General Electric Weapon Retriever Magnet 32D103G3. This was the first information that

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Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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the Bureau had relative to the General Electric Company manufacturing a definite weapon retriever prior to the Bureau's original inquiry. It is noted that in this communication General Electric advised the most efficient magnet assembly on the basis of data from their present weapon retriever would be one composed of ten magnetic sections which is in agreement with the original sketch submitted by them. An examination of the chart covering the pounds pull indicates that the pull depends upon the distance of the material being retrieved from the contact surface of the magnet. The figures being tabulated directly below indicate the amount of pull for the General Electric type 32D103G3 Weapon Retriever Magnet:

POUNDS PULL ON COLD HOLLED STEEL	DISTANCE FROM MAGNET IN INCHES
75	0.045
60	0.050
49	0.060
40	0.075
31	0.100
12 $\frac{1}{2}$	0.250
6	0.500
3 $\frac{1}{2}$	0.750
2	1.000

Thus it is noted that even at 1/10 of an inch distance the pulling power of the magnet decreases very materially and it is only normal to assume that practically any type of obstruction coming between the magnet and the item to be retrieved such as sticks, weeds, et cetera would have a thickness of at least 1/10 inch.

A third letter was received from General Electric Company dated January 14, 1946 identifying their weapon retriever 32D103G3 as being identical with the magnet first brought to the Bureau's attention by the Boston field division. General Electric advises that this type retriever is being used by police departments in San Antonio, Texas and New Orleans, Louisiana as well as in Bridgeport, Connecticut. Additional descriptive data relative to this particular magnet also indicated that it had a length of 5 $\frac{1}{2}$ inches, a width of 4 inches and a weight of 25 pounds. On this basis, the weight of the retriever which General Electric proposes, and which comprises 6 sections of 10 or 11 magnetic elements each, is approximately 275 pounds, as there are 11 times as many elements in the proposed unit as in the model already in production. This weight would definitely be a considerable handicap in making the proposed magnet too unwieldy for Bureau applications.

In January, 1946 the Bureau received a descriptive circular from Standard-Johnson Company, Incorporated of Washington, D. C. representing Federal Laboratories Incorporated of Pittsburgh relating to the Federal permanent searching

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

magnet which appears to have been developed for much the same purpose as the General Electric weapon retriever. The Federal unit comes in various sizes; namely, 8 by 8 inches, 8 by 18 inches, and 8 by 36 inches. The Federal magnet is also for use on land or under water.

CONCLUSIONS:

Under ambient conditions it will be extremely rare to find a body of water whose bottom is sufficiently smooth or regular to insure that effective magnetic pull is being exerted on all areas passed over by a magnet. It is natural to expect better use of a magnetic retriever by the so-called puddling action where the magnet is raised and lowered vertically rather than by the so-called raking action where the magnet is pulled across the bottom, but even with the compact form of the proposed FBI magnet with an area of approximately 2 feet by 3 feet there will be few instances found where water will have a bottom surface which does not vary in contour of an area this size. With the raking or dragging action of a retriever there is always a possibility of disengaging the metal object of interest by its being caught with some foreign object embedded in the bottom. It is also pointed out that the greater the pulling power of a magnet the greater would be the force required to remove it from a permanently fixed magnetic object that it might come in contact with on the bottom of a river or lake such as cast iron water or sewer mains. It is also noted the Bridgeport, Connecticut police advise that their magnet has a lifting power of 300 pounds with a possible lift of 500 pounds whereas the General Electric Corporation itself who developed the Alnico-5 material from which the magnet is constructed advise that 300 pounds will be obtained only under ideal conditions that would be a flat surface of soft iron or machine steel in direct contact with the lifting surface of the magnet. Any line or point contact, or any separation between the object to be retrieved and the magnet, would drastically reduce the actual pulling power or lifting power of the magnet. In most instances involving the recovery of weapons such as knives, hammers, guns, et cetera, very little actual contact surface would be available for direct contact with the magnet.

Relative to spacing or distance between the magnet and the object to be retrieved any foreign object such as grass, sea weed, sticks, or debris of any type, including mud or silt in which the item may have become embedded will act as a distance separator. From the curve submitted by the General Electric Corporation it is noted that the actual pulling power of a magnet at 1-inch is reduced to 1/40 of its power as compared to the pull at 1/400-inch.

In operating a magnetic retriever in water capable of lifting an approximate weight of 1800 pounds it would be necessary to utilize a single strand manila rope measuring at least 5/8 inch in diameter with a working strength of 80 pounds pull and a maximum load limit of approximately 2900 pounds. The weight of this rope alone would be approximately 13 pounds per 100-foot length.

The approximate weight of the proposed FBI magnetic retriever based upon the weights available from the Bridgeport, Connecticut unit indicate that the weight will be at least 275 pounds exclusive of any additional strapping bars or plates used in making up the overall assemblies.

Federal Laboratories Incorporated submitted a sample of their smaller type lifting magnet measuring 8 inches by 8 inches and weighing 12 pounds on the evening of February 13, 1946 for examination. It was found that the magnetic lifting power of the device would lift a German machine pistol weighing 2 pounds a distance of 3/8 inches, a 45-automatic weighing 2 pounds a distance of 1 3/8 inches, a 7-pound Winchester a distance of 5/8 inches, a 3-pound monkey wrench a distance of 3/8 inches, a 1 1/2-pound claw hammer a distance of 3/4 inches, a 3-pound machinist's hammer a distance of 1/4-inch, and a 1 1/2-pound Scout axe a distance of 7/8 inches. These experimentations were, of course, carried out under conditions in the laboratory which could be considered ideal inasmuch as there was no silt, mud, or other obstruction hindering the lifting of the various objects by the magnet. The sample magnet was returned to Mr. E. H. Pitcher the local representative of Federal Laboratories on March 5, 1946.

RECOMMENDATION:

It is recommended that arrangements be made to purchase one of the present General Electric weapon retriever magnets bearing General Electric catalog number 32D10363, having a weight of 25 pounds, and it is suggested that arrangements also be made to purchase one of the Federal permanent searching magnets measuring 8 inches by 13 inches which also has a weight of 25 pounds. This will enable a direct comparison in the laboratory to determine the actual pulling force per unit weight of the types presently available on the commercial market. It is further recommended that no further action be taken relative to having the General Electric Corporation construct a special magnet for the Bureau at this time in view of the estimated cost of \$1000 for such a unit. Quotations of the exact costs of the General Electric and Federal magnets have not yet been made available to the Bureau but it is believed that each retriever will cost approximately \$150.

ADDENDUM: 3-20-46. Since these two units vary in their design and application, I believe both should be obtained. They will have investigative use and will permit us to comply to requests from field offices which we have not been able to handle previously.

DJP

Page Four

Addendum: Memorandum for Mr. Harbo

On March 26, 1946, the Executive Conference decided that consideration of this matter should be deferred until July 1, 1946.

RTH

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RFP:MAC

EXECUTIVES' CONFERENCE

The Executives' Conference on April 3, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen, and Clegg considered the matter of the Bureau's present liaison with Surplus Property Agency. When the Bureau desires to obtain surplus property the contacts and liaison is handled by Mr. Lee of the Chief Clerk's Office. When requests from police are received concerning special contacts they are handled by Mr. Rogers of the Training and Inspection Division. There is an increasing volume of correspondence with police in this field. The inquiries following the publication of the Bureau's potential services in the FBI Law Enforcement Bulletin usually relate questions as to where and how certain types of equipment can be obtained. Its availability is ascertained by telephone and the police department is written.

Since there is a duplication of contact and liaison relationship, it is recommended this work be consolidated in one Division and it was unanimously recommended Mr. Lee of the Chief Clerk's Office handle this matter including liaison and correspondence both in connection with FBI requisitioning of property and police inquiries.

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

CC: Mr. Hendon
Mr. Clegg

323013
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HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP-12

HHC:rs

Tolson
E. A. Tamm
Clegg
Coffey
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Gan
Hurnea
London
Munnington
Alvin Tamm
Gase
Pandy

RECORDED
INDEXED
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30 APR 8 1946

EX-40

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #17A

EMPLOYEES: EMPLOYEES OF NORFOLK OFFICE

MEMBERS PRESENT: H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

223013
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DATE 11/12/82 BY SP-1/1/82

MARCH 26, 1946

EMPLOYEE SUGGESTS: That the colored cards now being placed in the closed file section to indicate that there is a chargeout of a file or serial from the closed files be eliminated.

ADVANTAGES:

1. In smaller offices, it would be somewhat more convenient to resort to the old purgatory system wherein there would be a special section for the closed file folders from which chargeouts had been made.

2. Eliminates some administrative and clerical functions in the field although others would have to be substituted therefor.

3. The present system requires a periodic examination of all closed file cabinets to make a check with respect to files and serials charged out, whereas the purgatory system would have the files in question segregated.

DISADVANTAGES:

1. It is imperative in the larger offices of the Bureau that some system other than purgatory system be inaugurated due to the large volume of files located on different floors which would have to be brought down and kept in a special section.

2. This system is working better now than at any other time.

3. This system has saved administrative work by personnel as compared with previous systems on a nationwide basis.

4. It is necessary to have some system which will maintain a followup in control over closed files to prevent loss.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE ACTION:

On April 2, 1946, Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Rosen, and Clegg being present considered the above matter.

RECOMMENDATION: Unfavorable.

Mr. Hendon
Mr. Clegg

Respectfully,
For the Conference

E. A. Tamm

ENCLOSURE APR 9 - 1946

#323013
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DATE 4/1/82 BY 302/bcs

MARCH 27, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #19A

EMPLOYER: MR. H. B. FLETCHER
PHILADELPHIA FIELD OFFICE

Executive Conference

MEMBERS PRESENT: H. H. Clegg H. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That at the next series of in-service schools, the time be devoted exclusively to training Agent personnel in the administrative operations of Bureau field offices, or, as an alternative, that the Bureau operate such a series of training schools in the various field offices by sending representatives out from Bureau headquarters.

ADVANTAGES:

1. Greater knowledge of field operations on the part of Agent personnel would permit them to handle their individual work more efficiently with the over-all problems of the field office in mind.

2. It might create some incentive for better work, looking toward administrative advancement.

3. At the present, the FBI Handbook has a minimum of instruction and information as to the administrative operation of a field office and the lack of knowledge on the part of Special Agent personnel causes increased error from an administrative standpoint which might be corrected by such training.

DISADVANTAGES:

1. The time necessary could better be spent on investigative activity at the in-service school.

2. With the large amount of investigative personnel presently in the field, detailed knowledge of administrative functions is not absolutely necessary.

3. The principal need for in-service training is to deal with broad policy and investigative changes.

4. We do not have the time or personnel to spend upon the project of giving training of this type in various field offices.

5. Programs have been conducted in field offices during the past several years which, in a measure, have covered this field.

6. Only a relatively small portion of Agents are actually called upon to

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Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

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32 APR 2 1946

MEMORANDUM TO THE DIRECTOR

March 27, 1946

regularly perform administrative duties in the field office and insofar as the remainder of the Agent personnel is concerned, this would be training which they would have relatively small occasion to use.

7. With the decreasing number of Special Agents in the field there is an increasing personal contact of the Agents with their supervisors and SAC's and as a consequence they have a tendency to learn some of these duties through personal contact.

8. In the past when the occasion has demanded, the Bureau has conducted administrative schools to give detailed instructions to qualified personnel along these lines. This has afforded the training where it could best be utilized.

9. Instructions have recently been issued that Agents with more than three years experience be given an opportunity, where the work in the office will permit, to sit on the desk for short periods of time in order to become familiar with the administrative operation.

10. Ample opportunities already exist for Agents to become familiar with the administrative operations of field offices and hence if an Agent of any extensive experience is unfamiliar with such operations, it is due to a lack of ability or desire on his part.

11. An adequate supply of the Manual of Rules and Regulations, which includes administrative details, is available in the field offices for reference purposes.

RECOMMENDATION: Unanimously unfavorable, and as an alternative, it is recommended:

1. That at the next series of In-service schools, a forum be devoted to the question of field office administration

and

2. That field offices be requested to devote a proportionate amount of time to this subject at one of the next semi-annual conferences of Agents.

EXECUTIVES' CONFERENCE ACTION:

On April 2, 1946, Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Humford, Rosen, and Clegg being present considered the above matter and unanimously disapproved the suggestion of SAC Fletcher but unanimously approved recommendation of Joint Committee as set forth immediately above.

Tolson
E. A. Tamm
Clegg
 Coffey
 Glavin
 Ladd
 Nichols
 Rosen
 Tracy
 Carson
 Egan
 Gurnea
 Hendon
 Pennington
 Quinn Tamm
 Nease
 Gandy

CC: Mr. Hendon
Mr. Clegg

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

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ALL INFORMATION CONTAINED
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DATE 9/14/92 BY SP5/BK

THE DIRECTOR

MARCH 28, 1946

THE JOINT COMMITTEE

SUGGESTION #180

EMPLOYEE: SAC H. W. MC FARLIN
LOUISVILLE FIELD OFFICE

Executive Conference

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the use of the search stamp which is presently being utilized in all field offices be discontinued. This stamp is used to serve various clerical functions and requires the clerical employee performing each function to initial alongside in order to affix responsibility.

ADVANTAGES:

1. It would save clerical time.
2. It is a useless procedure in most offices since the duties of the various clerical employees are sufficiently defined that responsibility can be affixed without a stamp except during temporary absence.
3. Employees are now better trained and more capable than they were at the time this procedure was instituted.
4. There are fewer employees engaging in these duties in the office than at one time.
5. Eliminates red tape in the handling of incoming communications since this is one added step in the production line.
6. Even in the larger offices the duties are now generally arranged so that the same employee handles all of the functions when made and the same employee initials the incoming serial several times or makes some mark indicating that she has handled all those functions. *66-2554-4678*
7. No instances known where any employee has been dismissed or reprimanded because of any so called "affixing of responsibility."
8. This merely provides for the initial handling of the serial. When it is subsequently charged out or moved for any reason and refilled, no one knows who did it if it is wrong and it has the inference of placing the responsibility for guilt on an innocent person.

DISADVANTAGES:

1. Upon some occasions, it might not be possible to affix the responsibility upon the clerical employee who has made an error.

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Nichols _____
Rosen _____
Tracy _____
Carson _____
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Gurnea _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

REC'D APR 9 - 1946

MEMORANDUM TO THE DIRECTOR

MARCH 28, 1946

2. Some administrative efficiency might be lost in a larger office where a large number of clerical employees are engaged in clerical functions.

3. The system does not require a great amount of effort or time.

4. The use of this stamp was discontinued on a prior occasion at which time a number of offices urged very strongly that it again be used.

RECOMMENDATION: Unanimously favorable that the search stamp be discontinued.

EXECUTIVES' CONFERENCE ACTION:

On April 2, 1946, Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen, and Clegg being present considered the above matter.

Messrs. Glavin and Harbo recommended unfavorably.

All other members present recommended favorably.

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

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DATE 9/11/92 BY SPC/ibc

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THE DIRECTOR

March 28, 1946

THE EXECUTIVE CONFERENCE

On March 20, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Clegg, Hendon, Nichols, Harbo, Tracy and Glavin, considered the suggestion submitted by stenographer Crystal N. Schroer of the Washington Field Office during the recent inspection of that office.

Mrs. Schroer suggested that the Bureau endeavor to have delivered to employees with each salary check, the breakdown of the check so that the employee could know what the gross earnings, the overtime payments, and other deductions taken from the check were. She pointed out that other Government services are doing this.

Glavin advised the Conference that a statement, such as mentioned by the employee, is presently being considered in connection with our I.B.M. payroll setup and we will be able to include such a statement with the checks in the near future. A considerable supply of forms now on hand will be exhausted prior to making the proposed change. Such change will be made first on the Cash Payrolls as this does not involve additional work and it is expected to prepare supplemental statements on the Check rolls prior to the expiration of the calendar year.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

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CC: Mr. Clegg
CC: Mr. Hendon

#323013
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DATE 9/16/92 BY SP5CJ/bee

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

53 APR 9 - 1946

EX-40

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. NICHOLS

DATE: March 12, 1946

FROM : A. E. LEONARD

SUBJECT: "NUMBER OF POLICE DEPARTMENT EMPLOYEES,
-APRIL 30, 1946"

As you will recall, during the war years data relative to the number of police department employees was collected only from cities over 25,000 in population; however, prior to the war this information was collected and published for all cities, regardless of size.

It is recommended that we now again obtain this data from all cities regardless of size. There is attached hereto a letter to Mr. Ryan, Clearance Officer, Division of Statistical Standards, Bureau of the Budget, requesting approval of this form. The form has been modified to eliminate any reference to auxiliary police inasmuch as these organizations have been abolished. A copy of the form letter which will be used to transmit the reports is also enclosed with the letter to Mr. Ryan per the request of the Budget Bureau.

It is desired to point out that this form will have to be submitted to the Budget Bureau for approval even though the distribution would be limited to cities over 25,000 inasmuch as the form has been modified to omit any reference to auxiliary police. The original of the form has been retained in this section for use in printing.

Attachment

MFR:MEW

ADDENDUM: LBN:HBM: 3/14/46

The Executives Conference, consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Harbo, Hendon, Tracy, Ladd, and Nichols, recommended the compilation of the data described above, which has heretofore been done on an annual basis; and, in addition, recommended we collect figures on the number of law enforcement officers killed in the line of duty for 1945.

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DATE 9/11/92 BY *gac/bca*

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THE DIRECTOR

April 4, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference on April 3, 1946; those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen, and Clegg considered the matter of correspondence now sent to police agencies with reference to representatives of police departments who attend the FBI National Academy.

1. A letter is transmitted during the first week of attendance by a police officer to his department advising that he has arrived and it is hoped that the training will be found to be of benefit.

2. A letter is written immediately after graduation advising of the graduation of the police officer and expressing hope his training can be utilized for police training purposes in his own department.

With the view of reducing correspondence, Mr. Hendon recommended both of these letters be eliminated. All other members of the Conference recommended the first letter ^{only} advising of the arrival of the student in Washington be eliminated.

Respectfully,
For the Conference

#323813
ALL INFORMATION CONTAINED
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DATE 9/14/92 BY [signature]

E. A. Tamm

Clyde Tolson

CC: Mr. Hendon
Mr. Clegg

INDEXED

61 APR 9 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

APR 16 1946

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ORIGINAL COPY FILED IN 7-4-7362

COPY, FC

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. H. T. Harbo

Date: March 13, 1946

FROM : Mr. J. A. Sizoo

SUBJECT: Analyte North-Light Comparator

Mr. Fred C. Reinshield, vice-president and general sales manager of Analyte Instruments, Inc., 11450 Broadway, New York 18, New York appeared in the FBI Laboratory on March 12, 1946 for a demonstration of a new Analyte Color Comparator. This demonstration was witnessed by several men from both the Physics and Chemistry Section and the Document Section. The new Analyte Color Comparator, or Analyte North-Light Comparator, is an instrument measuring 20 X 20 X 15 inches and weighing 120 pounds. It is operated from any 110 - 115 volt A. C. power outlet and is equipped with an ordinary 50-watt incandescent lamp as well as a special lamp or grid controlled by a toggle switch. The special lamp or grid is of the gas discharge variety, giving band spectra, utilizing the rare gases and operating without a filter. The life span of this lamp is said to be about 1000 hours during which time there is no variation in quality and quantity, and ordinary variations in line voltage do not influence the quality of the light. The grid may be replaced with a new one when exhausted.

The outstanding claim made for this light is that it may be considered the equivalent of north-sky light, regarded standard for color-matching. The spectrum is said to be continuous, consisting of overlapping bands. No other source of artificial light is said to give a continuous spectrum with overlapping bands such as is provided by this one.

There has long been an urgent need for a lamp producing a continuous spectrum equivalent to north-sky light in industries where color-matching is of primary importance such as the textile and paint industries. It often occurs that two colors match perfectly in north-sky light but fail to match even remotely under ordinary incandescent light; and vice versa. This lamp is designed to provide a uniform standard for such color-matching.

This lamp finds application in our work here in the Laboratory in numerous fields, included in which is the comparison of fibers, the matching of dyes, paint comparisons, the matching of inks and paper, soil and blood examinations, printer's inks, lipstick comparisons, et cetera. In many instances such examinations must be made at the time when north-sky light is not available.

The price of this lamp is quoted at \$295. An extra grid or light unit for replacement is quoted at \$25.00, bringing the total cost to \$320. Another attachment is available, priced at \$100, consisting of a vertical grid with a ground glass front for use on transparent objects such as kodachrome negatives, but this feature does not appear to have many applications in our work. This lamp is available on a 30 day trial basis.

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FMJ:JC

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RECORDED

61 APR 8 1946

INITIALS ON ORIGINAL

58 APR 11 1946

The literature and business card of the Analyte representative are attached.

RECOMMENDATION:

That one of these lamps with an extra grid, aggregate price \$320, be obtained for the FBI Laboratory on a 30 day trial basis after which a further recommendation will be made.

ADDENDUM: The Executive Conference of March 19, 1946, approved the purchase of these items of equipment.

cc-Mr. Tamm
Mr. Rosen
Mr. McCabe
Mr. Caver

WEC:HEW

#323,013

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HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY SP5/BJC

3/27/46

THE DIRECTOR

A. ROSEN

PROPOSED REVISION OF SECTION 8A
MANUAL OF RULES AND REGULATIONS

Executive Conference

Submitted herewith is a proposed revision of sub-division 3 of Section 8A of the Manual of Rules and Regulations the purpose of which is to increase the scope of information furnished local law enforcement agencies and make more uniform the procedure to be followed in doing this.

REASONS

Incidental to the investigation of Bureau cases, Agents frequently develop information of value to local law enforcement agencies. Subjects of National Motor Vehicle Theft Act, Impersonation, Theft from Interstate Shipment, National Stolen Property Act, and similar investigations frequently admit such violations as thefts and abandonment of cars transported intra-state, burglaries, robberies, issuing fraudulent checks, aggravated assaults and the theft and disposition of valuable property. Similar factual information is often obtained from associates of subject.

Usually this information would materially assist city, county or state police in the investigation of their cases or in the recovery of stolen property.

The present provision of Section 8A, sub-division 3 is quoted as follows:

When information is received indicating a violation of a local statute, it should be furnished to local police authorities for the purpose of possible prosecution and to clear their records, unless to do so would interfere with the investigation or the proper handling of a case in which the Bureau is interested.

It has been observed, however, that the field divisions do not follow a uniform procedure in relaying information of this character to local agencies. In some instances the information is delivered by letter but in other cases the field office relays the information orally in compliance with a lead.

The proposed revision should establish a uniform procedure for making the information a matter of record for the attention of the responsible head of the interested agency. It is submitted that there would be a distinct advantage in adopting a uniform procedure for conveying this information in written form rather than orally, but the suggested revision provides for personal delivery by the SAC, ASAC, or an agent designated by the SAC when such action is deemed advisable. It is also believed that the inclusion of such items as prosecutive status, place of subject's incarceration, description and background information would provide the local agency with the information needed to complete its records. This communication could then be routed by the chief or sheriff to the proper squad officer and it would contain those facts which would facilitate the identification of the offense in their files and the proper handling of the case thereafter.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

PR 15 1048

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Memo for the Director

It is thought that the adoption of this procedure, although entailing no additional investigative effort on the part of the Bureau, would provide an excellent medium for increasing to an even greater extent the assistance rendered by the Bureau to local law enforcement agencies. The number of cases in which assistance of this character was rendered would be a matter of record in each field office. It would assist Agents in Charge in keeping local departments cognizant of the cooperative functions performed by the Bureau. It would be a positive method of promoting good will and an even more reciprocal attitude on the part of local officers.

It is also believed that these letters, which might be referred to as "Cooperation Letters to Police," might serve as a precedent for the establishment of a similar procedure for the exchange of similar data by police departments and the further strengthening of cooperative action among law enforcement bodies.

RECOMMENDATION

If the proposed revision is approved this memorandum should be referred to the Training and Inspection Division in order that the changes can be effected.

Enclosure

ADDENDUM: AR:WV 3/27/46 Approved by the Executive Conference today with Messrs. Tolson, Glavin, Nichols, Hendon, Tracy, Harbo, Mumford, Clegg, Ladd and Rosen in attendance.

OK
H

PROPOSED REVISION OF SECTION 84 OF THE
MANUAL OF RULES AND REGULATIONS

81. (1) Same.

(2) Same.

(3) Whenever information is received which would enable a local law enforcement agency to clear its records of offenses reported, to recover stolen property, or to identify a violator of a local criminal statute, the Field Division, possessing such information shall:

a. If the interested agency is within the territory of another Field Division, direct a letter to that Field Division containing the following pertinent items of information for reference to the appropriate agency:

(a) All of the information available which pertains to the local violation.

(b) The circumstances under which this information was obtained.

(c) The nature and location of any evidence which might be required for trial purposes.

(d) The prosecutive status where a Federal violation over which the Bureau has investigative jurisdiction is involved, including the name of the United States Attorney, the address of the United States Marshal to whom a warrant might be forwarded as a detainer, and the place where subject is being detained.

323013
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HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY SP5C/ME

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

ENCLOSURE

66-2554-4684

- (e) Available descriptive and background data concerning the subject.
- b. If the interested agency is in the same Field Division, direct a letter to that agency setting forth the information available in the manner prescribed above.
- c. Include a statement that this action has been taken in the investigative report.
- d. When deemed advisable by the Special Agent in Charge the information of interest to a local agency may be delivered personally to the head of that agency by the Special Agent in Charge, Assistant Special Agent in Charge or an agent designated by the Special Agent in Charge.

This action should be taken only when the subject is in custody or when the reference of such information would not interfere with the investigation or proper handling of a case in which the Bureau is interested.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

THE DIRECTOR

April 5, 1946

EXECUTIVES' CONFERENCE

cc
The Alabama Department of Public Safety is divided into two separate organizations. The head of each is not responsible to the other. One organization handles patrol work and the other criminal investigations. The Governor of Alabama, apparently approached by Mr. Abbaticchio, has requested that one representative be accepted from each of these organizations in the July Session of the FBI National Academy. It appears quite right that this be done. Some of the earlier negotiations were with Director of Public Safety Van B. Gilbert who made uncomplimentary remarks which were untruthful at the IACP meeting in Miami Beach last year.

The Executives' Conference on April 2, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen, and Clegg considered the recommendation of SAC Abbaticchio that one representative from the Criminal Investigative Division and another from the Patrol Division of the Alabama Department of Public Safety be permitted to attend the same session of the FBI National Academy.

The Conference recommends favorably provided Abbaticchio will deal exclusively with the Governor of Alabama and not with Gilbert in the future handling of this matter and that Abbaticchio be advised that invitations, if approved, will be sent to the Governor.

If this is approved, there is attached hereto a teletype to the Birmingham Office accordingly.

Respectfully,
For the Conference

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ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE *9/11/92* BY *7522/bce*

EAT
E. A. Tamm

Attachment

Clyde Tolson

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

30 APR 11 1946

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EX-116
APR 10 1946

THE DIRECTOR

April 5, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of April 4, 1946, consisting of Messrs. Tolson, Rosen, Humphord, Ladd, Clegg, Nichols, Hendon, Harbo, Tracy, and Glavin, considered the attached suggested bulletin to all Special Agents in Charge concerning the transportation of Agent's household goods and recommended its transmission to the field.

For the Director's information difficulty is being experienced in some instances in the transportation of Agent's household goods when the contractor who makes the shipment endeavors to deliver such household goods directly to one of the Bureau's divisional offices. The attached communication will advise all Special Agents and Special Agents in Charge that in those instances where household goods are shipped in care of the Bureau office, that an appropriate notation be placed on the shipping instructions that the household goods are to be delivered only upon the consignee's instructions.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

CC: Mr. Hendon
Mr. Clegg

ALL INFORMATION CONTAINED
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DATE 4/11/92 BY SP8/bia

RECORDED & INDEXED

EX-18

30 APR 10 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 APR 11 1946

THE DIRECTOR

April 4, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference on April 3, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen and Clegg considered the analysis of pending legislation.

1. The Chief Clerk's Office prepares a memorandum calling attention to proposed legislation which is introduced or discussed in Congress in which the Bureau may have an interest. It was believed this function should continue in the Chief Clerk's Office.

2. When the Department requests an opinion of the Bureau as to the desirability of proposed legislation, or when the Director inquires about the effect of proposed legislation, or requests an analysis of proposed legislation and when special requests are made of the Director for suggestions as to any amendments to existing legislation such requests, it is recommended, should all be forwarded for handling by Mr. Carlson of the Training and Inspection Division who would first confer with supervisory officials in the Divisions directly affected by the legislation and prepare recommendations and comments after such conferences.

The Conference unanimously recommended the above division of duties and responsibilities in this connection.

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SPIC/BCC

CC: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

30 APR 10 1946

50 APR 11 1946

THE DIRECTOR

April 4, 1946

EXECUTIVES' CONFERENCE

The Executives' Conference on April 3, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen and Clegg considered the inquiry of the SAC at Knoxville as to whether Oak Ridge, Tennessee, Police Department would be eligible to have a representative considered for attendance at the FBI National Academy.

At Oak Ridge is located one of the large establishments of the manufacture of the atom bomb. Relations with Colonel W. B. Parsons, formerly the Director of Public Safety, were not favorable. Parsons is no longer there. He has been succeeded by Colonel D. F. Shaw who is in charge of all security of the Manhattan Engineer District and Lieutenant Colonel D. G. Williams has been designated Director of Public Safety at Oak Ridge. The Police Department is a civilian police agency. Williams is a graduate of West Point and is a military man. SAC McCabe has been authorized to participate in any local police schools conducted for police in the department. The SAC recommends that this department be considered as eligible to send a man to the FBI National Academy.

The Executives' Conference unanimously recommended favorably for a qualified civilian police officer of the Oak Ridge, Tennessee, Police Department be considered for attendance at the FBI National Academy. If this is approved there is a letter to the Knoxville Office attached hereto.

Respectfully,
For the Conference

E. A. Tamm

Clyde Tolson

Attachment

#3230.13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

CC: Mr. Hendon
Mr. Clegg

DATE 2/14/92 BY SP2/BJC

RECORDED & INDEXED
66-2554-46
APR 10 1946

EX-13

50 APR 11 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #75

EMPLOYEE: MISS ELEANOR WASCHER
CHIEF CLERK AT HOUSTON

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/11/92 BY SP5CWP/ce

MARCH 12, 1946

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the form for recording the receipt of bulky exhibit material in an office be changed to include specific items of information required. At present the form is merely a green sheet of paper, and there is a requirement that certain items be set out, but the items are not listed thereon.

ADVANTAGES:

1. It would develop a more complete and accurate tabulation.
2. Uniformity would be achieved.
3. Much better compliance with Bureau regulations.
4. Messrs. Conroy, Brantley, Hood, McSwain, Scheidt and Willis were in agreement.

DISADVANTAGES:

None

RECOMMENDATION: Unanimously favorable that form attached be approved.

HHG:ELW

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on March 20, 1946, those present being Messrs. Tolson, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy, Glavin and Clegg, unanimously approved the suggestion.

Respectfully,
FOR THE COMMITTEE

RECORDED & INDEXED

Clyde Tolson

H. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg

Hendon

93
50 APR 11 1946

166-2554-4689

52 APR 10 1946

THE DIRECTOR

April 8, 1946

THE EXECUTIVE CONFERENCE

LABORATORY REPORT FORM

The Conference on April 5, 1946, considered the special report form which is used by the Laboratory, copy attached, and which sets forth the results of examinations of evidence submitted either by the FBI field offices or by local law enforcement agencies. This form has been in use since December, 1943, following its favorable consideration by the Executive Conference and the approval of the Director noted on Executive Conference memorandum dated December 7, 1943. The report form is printed by the Mechanical Section. We have on hand at the present time approximately 10,000 bond copies, 13,000 thin white copies, and 13,000 yellow copies.

Members: Glavin, Hendon, Tracy, Nichols, Hince, Ladd, Mumford, Rosen, and Harbo favored the continued use of the present Laboratory report form. Mr. Tolson is opposed to the present form. He believes that, instead, the Laboratory report form should be changed so that the top portion of it would be comparable to the regular Bureau letterhead. He agrees that it would be appropriate to continue the use of the facsimile signature and the printed headings on the attached form in order to save typing time.

It was brought to the attention of the Conference that copies of Laboratory reports are rather frequently introduced into Grand Jury proceedings and into trial proceedings and in other instances are shown to a suspect. It was felt by the majority that present report form indicates more readily that the document is the report of a Laboratory than the usual Bureau letterhead would accomplish.

Respectfully,
For the Conference

Clyde Tolson

cc-Mr. Clegg
Mr. Hendon

Attachment

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Mr. Gandy

RTH:AM

APR 11 1946

323013
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RECORDED & INDEXED
EX-18

166-25560-4690
APR 10 1946

RH

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DATE 7/14/92 BY *spse/bce*

THE DIRECTOR

4/8/46

THE EXECUTIVES CONFERENCE

lc
The Conference consisting of Messrs. Tolson, Glavin, Tracy, Harbo, Rosen, Hendon, Hince, Ladd, Mumford and McGuire considered the delay recently occasioned in handling the delivery of letters to Admirals Leahy and Inglis and are unanimous in making the following recommendations with the belief that they would eliminate such delays in the future:

1. That where time is not of the essence and the communication can be delivered at any time during the day of its date, instead of returning such communications to the Liaison Section for personal delivery they be delivered on the special messenger runs out of the Mail Room. At the present time there are two daily deliveries, one in the morning and one in the afternoon, to the White House, State Department, Army, Navy and Admiral Souers. It is further recommended that these deliveries be increased so that a third special run would be made at 7:00 p.m. from Monday through Friday to handle the last specials signed in the Director's Office in the evening. Arrangements can be made through the Liaison Section for the receipt of such communications at the respective outside offices.

2. Where time is of the essence in such special letters, it is recommended that a legend slip be attached to the communication that it must be delivered immediately after signature. This would put the responsibility on the Mail Room to send it by special messenger immediately rather than waiting for one of the three runs.

3. If for some reason it is desired that the Liaison Section handle a given communication, it is recommended that a legend slip be attached thereto requesting that it be returned to the Liaison Section by special messenger after being signed and that a tickler of the communication be furnished to the Liaison Section at the time of the preparation of the communication so that if the original signed letter is *not* received promptly, the Liaison Section will be on notice to follow it up.

EX - 40, 25

RECORDED

INDEXED

4. The Conference also considered the present practice of pulling yellows from the Attorney General's memoranda in the Director's Office and unanimously recommended against any change. This has been working out very satisfactorily and in view of the necessity for certain of these memoranda to get immediately to the Attorney General, it is felt that this most rapid method of handling such mail should be continued. at this make exceptions as to routine or special memoranda would add additional agrees according to Mr. Nease, who expressed agreement with the recommendation of the Conference after considering all of the factors involved.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

50 APR 11 1946

MA

If the above recommendations are put into effect all of the mail going to the White House, State Department, Army, Navy and Admiral Souers will be routed from the Director's Office in the usual manner to the Mail Room on the regular Director's messenger run, with the exception of the very special letters which must be delivered immediately. The Director's Office will call a special messenger in those instances to get this mail to the Mail Room. It is suggested that the attached memorandum to all Bureau Officials and Supervisors go forward.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Glegg

RCH:DW

All approved, but it is
going to take something
more than "orders" to make
it work. There must be
real alertness & teamwork
upon part of all.

JH.

THE DIRECTOR

April 8, 1946

THE EXECUTIVE CONFERENCE

Telephone Security Check

W
The Conference on April 5, 1946, considered the present schedule which requires the field offices to make a monthly inspection of the telephone facilities in each office, to make sure that the telephone lines are not tapped. The Conference, composed of Messrs. Tolson, Glavin, Hendon, Tracy, Nichols, Hince, Ladd, Mumford, Rosen, and Harbo, agreed on the following points:

1. That in the future the security check be made quarterly instead of monthly, as at present.
2. Where the physical set-up is such that a gas-filled cable runs from the telephone exchange to the field office, it will not be necessary to make regular quarterly inspections, although it will be the responsibility of the Agent in Charge to maintain appropriate contact with the telephone officials so that he is advised in the event any change in the telephone equipment is made.

It was brought to the attention of the Conference that no regular schedule exists for making security checks of the telephone installations in Bureau headquarters at Washington. Mr. Nichols indicated he felt that such a check was not necessary since telephone company employees are working in the building almost daily.

In the event the Director approves, there is attached hereto a form letter to be directed to Agents in Charge, in accordance with the foregoing.

Respectfully,
For the Conference

Clyde Tolson

36 APR 10 1946

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/4/82 BY [signature]
RH

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP5/BCE

TO: THE DIRECTOR

DATE:

FROM:

Executives' Conference April 1, 1946

SUBJECT:

cc
At a meeting of the Executives' Conference, attended by Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Clegg, Rosen, Mumford, Ladd, on April 1st, the substance of the memorandum prepared by Mr. Carson concerning the future of SIS operations, as well as your memorandum addressed to Mr. Tolson, was discussed in full.

// Mr. Tolson was unalterably opposed to indicating that the Bureau would accept worldwide coverage.

The remainder of the Conference, Messrs. Glavin, Tracy, Harbo, Hendon, Clegg, Rosen, Mumford and Ladd, were unanimous in recommending that the Bureau, if approached, indicate its willingness to expand its SIS operations to cover the world.

At the recommendation of the Conference, the SIS Division, and the Chief Clerk's Division are compiling a complete estimate of cost for such operations, including file room employees, cryptographers and translators at the seat of government, as well as the necessary field staffs. This estimate will be submitted to you promptly.

Respectfully,
For the Conference

Estimate attached
\$ 7,800,000

Clyde Tolson

66-2554-4693
F B I
39 APR 11 1946

EX-18

Edw. A. Tamm

cc - Mr. Clegg
Mr. Hendon

DML:DS

50 APR 11 1946

what FBI attitude should be
particular in view of our many
in the past the handling of the unit -
for which we are responsible. At least
for the time being we need a working
basis for the FBI. We will not
be in a position to give it an answer.

April 1, 1946

Miss Beulah E. Wolfe
Federal Bureau of Investigation
Washington, D. C.

Dear Miss Wolfe:

In answer to your inquiry as to the correct title of the conference of Bureau executives you are advised that this conference should be properly referred to as "The Executives Conference."

Sincerely yours,

J. Edgar Hoover

#323013
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DATE 9/14/92 BY SP5/BCE

RECORDED
&
INDEXED

32 APR 10 1946

EX-40

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Approved by the Executives Conference 3/20/46, those present being Messrs. Tolson, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy, Glavin and Clegg.

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

52 APR 24 1946

EXECUTIVES' CONFERENCE

ALL INFORMATION CONTAINED
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DATE 2/14/92 BY SP5C

The Conference thought that it would be undesirable to prepare and distribute this chart since it is not necessarily complete; is not necessarily identical with the subject matter and emphasis that will be placed on the subject of Juvenile Delinquency before the National Academy; it is not a standard Bureau publication and to distribute it would lend implied approval of this chart, which approval might not be subsequently found desirable.

2. That the special publications and lecture which would naturally be given to the class be distributed during the course of the training on Juvenile Delinquency subjects and in the event any further inquiry is made in connection with the request, it could be explained that the exhibits to be given out during the instruction on Juvenile Delinquency constitute official FBI material and the Bureau did not have available for distribution the data of the type that had been specifically requested.

Respectfully,
For the Conference

HHC:ER

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

clerk

Clyde Tolson

E. A. Tamm

ORIGINAL COPY FILED IN 62-262705-534

THE DIRECTOR

March 21, 1946

THE BUREAU OF INVESTIGATION

The Executive Conference, consisting of Messrs. Tolson, Ladd, Clegg, Hendon, Nichols, Tracy and Glavin, considered the problem of the Bureau's appropriations for the present fiscal year ending June 30, 1946.

The Conference was advised that based on the rate of expenditures at this time there is a possibility that the estimated obligations for the present fiscal year will total \$95,070,205. When it is considered that our available appropriations for regular expenditures total \$75,727,000, a deficit of \$19,343,205 is reflected.

The total appropriation available, above shown, does not take into consideration the \$100,000 Emergency Fund which can be used upon prior authority from the Attorney General for kidnapping, bank robbery and extortion investigations.

There is attached hereto for the Director's information a statement reflecting the condition of the appropriation as at the present time.

The Conference was advised that in arriving at the estimated deficit, the Bureau had anticipated a net reduction of 309 employees monthly at the Cost of Government. It was pointed out to the Conference that due to a number of employees returning to active duty from military leave without pay, our net reductions have not averaged 309 a month.

The Conference was further advised that in arriving at the above anticipated deficit, no consideration was given to the savings of any funds as the result of additional Special Agent resignations between now and June 30, 1946, the end of the present fiscal year. This was done due to the fact that most Agents have annual leave accrued to them in an amount sufficient to make it necessary for Bureau to pay their full salaries between now and June 30.

It is interesting to note that during the last three months \$36,350 was paid by the Bureau to employees who have resigned, due to their having annual leave accrued to them.

EX-18

RECORDED & INDEXED

66-2554-4695X

The Conference considered and recommended a proposal of the following recommendations which would permit the Bureau to finish the present fiscal year without a deficit.

67 NOV 4 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

55 NOV 12 1946

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DATE 7/17/82 BY SP-5/SCA

ORIGINAL FILED IN 66-2554-4695X

THE DIRECTOR

March 21, 1946

1. Begin reduction in force immediately to insure sufficient net turnover in personnel to conserve needed funds at the Seat of Government. It was suggested that annual efficiency ratings of all grade GS-2 employees, of which there are approximately 800 at the Seat of Government, be secured and that the reduction in force be begun with those employees. It is necessary that they be given 30 day notices and due to this fact prompt action should be taken.

For the Director's information, Mr. Tolson approved the immediate preparation of these efficiency ratings so that they would be in the possession of the Administrative Division by Friday, March 22, 1946. Immediately thereafter appropriate steps can be taken, looking toward a reduction in force.

2. An announcement be made to all employees at the Seat of Government that the Bureau is desirous of being advised immediately as to whether certain of the employees are contemplating submitting their resignations within the next several months, and that if such submissions are contemplated, they be submitted at this time, reflecting the desired leave date.

It was pointed out by Glavin that there have been rumors to the effect that a number of female employees are continuing active duty only on a temporary basis and that if such an announcement is made so that the employees will know that there may be a reduction in force, many of these employees will voluntarily submit their resignations at this time. The Conference feels it would be desirable to make such an announcement because we would then have a definite idea concerning future employee turnover and we would not reduce our force to such an extent through a planned reduction as to cause the Bureau to again recruit employees either during the latter part of this fiscal year or the beginning of the next fiscal year.

3. In accepting leave resignations that occur subsequent to June 1, the Bureau will reimburse the 30 day notice provision and accept such resignations to be effective 30 days after the submission of the resignation. In this way, the Bureau's 1946 appropriation will not be encumbered for annual leave accrued to such Agents which would normally be paid after July 1, which is the next fiscal year.

4. All appointments both in the field and at the Seat of Government, with the exception of Agents for the April 22 contract, be discontinued until after July 1, 1946.

5. All relocations for the balance of the fiscal year be discontinued. Any relocations to be made be made on the basis of

#323913
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DATE 9/14/92 BY SP2/jhc

THE DIRECTOR

March 21, 1946

annual efficiency reports of March 31, the effective date of any re-allocation to be on or after July 1, 1946. The only exception in the relocation of employees could be in instances where employees have been on military leave without pay and have since returned to clerical positions at the Seat of Government and in the Field.

It is pointed out that administrative promotions under the Renouart Act could be continued.

6. All orders for items of equipment and supplies be curtailed for the balance of the year. The Conference was in entire agreement in this regard and each of the Assistant Directors will most carefully watch any orders being placed. Orders at the present time are being approved by Glavin or by the Executive Conference and they will be held in control.

In this regard the Director is advised that we are purchasing 172 new cars. To estimate the cost at about \$130,000, which is the greater portion of the possible deficiency of \$149,205. It is pointed out, however, that we are selling 172 cars to be used as trade-in cars for the 172 new ones purchased and it is entirely possible that the price we get for the cars we are selling will be almost equal to the price the new cars will cost. There have been some instances where the price quoted for the old car has been more than the cost of the new car to us. There is a very definite possibility, therefore, that there will be a material savings in the estimated \$130,000 expenditure for cars which will reduce the estimated deficiency.

7. At the present time there are a number of employees at the Seat of Government who are on the regular payroll and who are performing work for SIS. There is an approximate balance of \$23,000 in the SIS appropriation at the present time. There are a number of employees in the Cryptanalytic and Confidential Instructions Sections of the Laboratory and in the code room in the File Section, also in the Communications Section of the Records and Communications Division who are assigned solely to SIS work yet are being paid from regular funds. The Conference recommends that as many of these employees as possible within the limits of existing funds in the SIS appropriation be transferred to the SIS rolls.

Respectfully submitted
FOR THE CONFERENCE

Clude Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

Attachment

Enc: 1

Transferred employees to SIS rolls
of Government and Supplies

I but be certain
we don't cut too close
I end up with a surplus

THE DIRECTOR

THE EXECUTIVE CONFERENCE

#323073 April 26, 1946

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/14/92 BY SP5CJ/SC

The Executive Conference consisting of Messrs. Tolson, E. A. Tamm, Hendon, Tracy, Nichols, Mumford, Rosen, Harbo and Glavin considered steps which should be taken by the Bureau to conserve funds during the remainder of the present fiscal year due to the critical condition of the Bureau's appropriation.

The Conference was advised that with the most stringent economy of operation between now and the end of the present fiscal year without taking any special actions toward curtailments of expenditures, we would have a deficit of \$167,390. This deficit does not take into consideration the \$100,000 emergency kidnapping appropriation which can be released by the Attorney General for use in cases of emergency where funds are not available for such investigations. With the release of this \$100,000 the absolute minimum deficiency would be \$67,390. The Conference was advised that in arriving at this figure the Administrative Division had taken into consideration reducing the force of employees to 7,000 employees no later than June 1, 1946.

The Conference was also advised that other expense items such as travel, communications service, supplies and material, equipment, transportation of things were held to an absolute minimum insofar as expenditures are concerned from this point forward.

The Conference was also advised that steps were being taken and a recommendation had been made to the Director prior to this time that there be a reduction in force of 200 employees during the week of April 29th in order to conserve funds.

The Conference was further advised that if we reduced the force to save money at this time, we would undoubtedly have to recruit employees about July 1st to bring our force up to the amount allowed during the fiscal year 1947.

For the Director's information on April 26, 1946, we had 7,816 employees on the rolls. This would mean a reduction of 816 employees between now and June 1st if we were to get to the 7,000 employee limit by that time.

Glavin pointed out to the Conference that certain other suggestions had been discussed with the Chief Clerk's Office in an effort to conserve funds without an actual reduction in force. He made the following recommendations to the Conference:

RECORDED

EX-13

66-2554-4695X1
FBI
67 NOV 4 1946

Tolson _____
E. A. Tamm _____
Clegg _____
Coffey _____
Glavin _____
Ladd _____
Nichols _____
Rosen _____
Tracy _____
Carson _____
Egan _____
Gurnea _____
Hendon _____
Pennington _____
Quinn Tamm _____
Nease _____
Gandy _____

60
36 NOV 27 1946

ORIGINAL FILED IN 66-2554-4695X1

(1) That the Bureau immediately advise all clerical employees at the Seat of Government that the Bureau will approve leave without pay for such employees for periods of 30, 45, or 60 days between now and July 1st.

It was pointed out to the Conference that information had been received from the personnel officers that many employees under their jurisdiction would take advantage of such a program. In this event we would be able to conserve funds on the payment of salaries without actually reducing our force, and thereby have the necessary number of employees to continue efficient functioning after July 1, 1946.

It is not known how many employees would take advantage of this particular program; however, the Conference felt that a sufficient number might take advantage of it to render unnecessary actual reduction in force.

For the Director's information, the net resignations of employees now being received is not sufficient to get within the desired figure of employees during the remainder of this fiscal year. We have a net of approximately 260 employees resigning for the month of April when we took into consideration 129 employees returning from military leave without pay.

The Conference unanimously recommends that no reduction in force be made at this time, that the clerical employees at the Seat of Government be advised immediately by the various Assistant Directors as to the critical situation of the Bureau's appropriation, and the opportunity to take leave without pay, rather than having a reduction in force; that if we do not get sufficient response to save the necessary money we can then consider other measures insofar as personnel is concerned.

(2) The suggestion was made by Glavin that we encourage leave of Special Agents between now and July 1st in order to cut down on travel expense.

The Conference with the exception of Glavin was opposed to the adoption of this suggestion and felt it would be undesirable to have a large number of Agents on leave at this particular time.

(3) The recommendation was made that in-service schools be discontinued during the months of May and June. It was pointed out to the Conference that on an actual computation of expenses it was determined that approximately \$3500 in travel expense would be saved for each of the sessions which would be held in May and June.

The Conference with the exception of Glavin recommended that the in-service schools for May be continued, however that none be held in June. Glavin felt the in-service schools for both months

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

should be canceled. It was pointed out by the majority of the Conference that difficulties would ensue with the restaurant manager at Quantico if we go for a long period of time without a reasonable number of Agents being sent to Quantico.

It was pointed out that during the month of June there will be two new Agents' classes totaling at least 40 - 45 men, that all of these men would have special firearms training at Quantico; that we will have the police there for a period of time and the restaurant manager would not really suffer greatly by having no in-service classes available at Quantico during the month of June.

(4) The suggestion was made that only emergency transfers be made between now and July 1st.

It was pointed out to the Conference that considerable expense is entailed by transfers, not only the travel cost of the Special Agent but also the travel cost for his family and transportation costs for furniture and personal effects.

The Conference recommends approval.

(5) It was recommended that no major repairs that are not absolutely necessary be made between now and July 1st; that all bids for material, supplies, and equipment be held to an absolute minimum.

Glavin pointed out to the Conference that at the present time he is reviewing for approval all requests for supplies, equipment, and material and charges of any kind necessitating expenditures of funds, and that the greater portion of these requests is being held in abeyance and will not be approved before July 1st; that only those absolutely necessary in the operation of the Bureau are being approved.

(6) It was further recommended to the Conference as an accounting measure that the confidential funds in possession of the divisional offices and SAC's be frozen between now and July 1st. It was pointed out to the Conference that there has been a gradual reduction in these funds. It was further pointed out that the field at the present time has approximately \$71,601.65 in advances in confidential funds. These advances are used to defray blue slip expenditures. The blue slips are then submitted to the Bureau in expense accounts of the various Special Agents in Charge and the funds are replenished by the payment of these blue slips to the Special Agents in Charge.

The recommendation made to the Conference was that between now and July 1st we advise the field that if expenditures from the advance accounts in the field are made they should be charged against the advance account and appropriate records be maintained as to these charges; that these records be forwarded

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Carson.....
Mr. Egan.....
Mr. Gurnea.....
Mr. Hendon.....
Mr. Pennington.....
Mr. Quinn Tamm.....
Mr. Nease.....
Miss Gandy.....

to the Bureau in connection with the regular monthly reconciliation of these accounts and that these funds will not be replenished between now and July 1st.

It was pointed out to the Conference there is also an amount of \$25,000 in confidential funds available for emergency expenditures in the Chief Clerk's Office; that if any field office does not have sufficient funds to carry expenses of a confidential nature that this \$25,000 can be utilized to make available funds to such office.

The Conference is in entire agreement with reducing the confidential funds to an absolute minimum. The Conference was advised these funds have been reduced by one-third in the past 4 months and that the Chief Clerk's Office is continually watching these funds to see that all possible reductions will be made. It will be the responsibility of the Chief Clerk's Office to continue to do this.

The Conference also understands that after July 1st funds which are necessary for confidential expenditures in the various field offices will be replenished up to an amount of \$70,000. In connection with the SIS funds the Conference was advised that there is approximately \$250,000 in advances out to SIS employees at this time.

For the Director's information there a number of employees in the Files Section and a number of employees in the Communications Section who are working on SIS work exclusively and they have not been transferred to SIS because sufficient funds are not available. If there is a reduction in the working funds in the various field SIS Offices these employees can be placed on the SIS rolls, thereby conserving money in our appropriation.

For the Director's information, a review of the funds outstanding in SIS considering the slow replacement policy by courier which is necessary in handling replacement checks, it is felt that we could for the next two months safely reduce these advances by approximately \$40,000. This figure was approved by members of SIS at the Seat of Government, and requests are going out to reduce the funds where possible.

The SIS Division can very readily charge certain expenditures to the working fund and yet not cripple any office over this short period of time. It will be desirable to build up the funds to a greater security point after July 1st.

The Conference approved this recommendation.

The Conference feels that if the above suggestions are approved we can finish up the present fiscal year on our appropria-

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

tion. These items can be so controlled that we will not injure the critical functions of the Bureau through unwise restrictions on expenditure, which would create a paper balance when as a matter of fact no paper balance should exist.

Should the Director approve the above suggestions, the attached communication will go forward immediately to all Special Agents in Charge and all divisional heads at the Seat of Government will be immediately notified as to the steps to be taken by them in connection with the above suggestions.

Respectfully submitted,
FOR THE CONFERENCE

[Handwritten signature]
Clyde Tolson

[Handwritten signature]
E. A. Tamm

[Handwritten signature]
cc Mr. Hendon
Mr. Clegg

ERG:JJ

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

LBN:hbm

The Director

Executives Conference

#3230-13

April 10, 1946

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/14/92 BY SP5CJ/SC

The Executives Conference, consisting of Messrs. Tolson, McCabe, Ladd, Clegg, Hendon, E. A. Tamm, Harbo, Tracy, Glavin and Nichols, reconsidered the matter of publishing the booklet "The Story of the FBI" in Spanish.

Mr. Nichols advised the Conference that the Spanish translation which we had had been furnished to the Spanish editor of the Reader's Digest Spanish version, and that Mr. Oursler had reported back that Mr. Perona, the assistant editor, who had gone over the matter stated that the translation was too literal; that it was a good literal translation; that there were grammatical errors which could easily be corrected, but that he would recommend that it not be issued in its present form as it would not be readable. He stated that what would be necessary would be to re-translate it in a style and manner which would express the Latin thoughts and appeal to the Latin mind. Mr. Nichols pointed out that Mr. Oursler stated that they would be glad to have one of the Reader's Digest translators do it on their own time, which would cost between \$75 and \$100; that Mr. Perona would, of course, go over the translation and it would be in the style and of the caliber in which Reader's Digest is issued in its Spanish version.

The Conference was unanimously in favor of having the booklet translated by the Reader's Digest people, feeling that there was no other choice inasmuch as we had issued the Portuguese version. Mr. Glavin advised the Conference that the cost of the translation could be taken from SIS funds.

Mr. Nichols told Mr. Oursler later in the day when he called about it that the Bureau did desire to have it translated. Mr. Oursler requested a short note in line with their customary procedure. Such a note is attached.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Clegg
Mr. Hendon

RECORDED
&
INDEXED

166-2554-4696
IF B II
30 APR 11 1946

Attachment

58 APR 15 1946

THE DIRECTOR

4/9/46

THE EXECUTIVE CONFERENCE

cc

The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Glavin, Harbo, Hendon and Tracy on April 9, 1946, considered a suggestion that the Recording Section of the Identification Division prepare an additional copy of the form letter returning criminal fingerprints in order that the locate clerks in the Identification Division will have some place to definitely ascertain if a fingerprint which cannot be found has in fact been returned to the contributor.

This suggestion superseded a prior suggestion that the Recording Section keep an alphabetical file of all return prints. For the Director's information, there are approximately 200 criminal prints returned daily because they cannot be classified properly. There are approximately 2,400 noncriminal prints returned daily.

The Conference was unanimously of the opinion the records should be kept for a trial period on the criminal prints only, inasmuch as there would be very little additional work involved and if the benefits derived are justified, this additional record would be continued.

Respectfully,
For the Conference

Clyde Tolson

EX-13
INDEXED
199

166-2554-4697
E. A. Tamm
APR 12 1946

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY 8850/bce

58 APR 15 1946

hs
THE DIRECTOR

April 11, 1946

THE EXECUTIVE CONFERENCE

It was brought to the attention of the Conference on April 11, 1946, that the National Rifle Association publishes a magazine entitled the "Rifleman", which carries a column known as the "Stolen Gun Column" in which are listed various weapons reported stolen from members of the National Rifle Association.

Mr. Baughman advised that he telephonically communicated with a representative of the National Rifle Association in connection with some information he desired and at that time he was advised of the "Stolen Gun Column" and that the National Rifle Association would be glad to cooperate with local law enforcement and could be glad to list any weapons reported stolen by police departments.

Mr. Baughman desired that this be brought to the attention of the Bureau and pointed out that if anything along this line was felt desirable, we could publish a notice in the FBI Law Enforcement Bulletin, advising the local law enforcement agencies of the column in the "Rifleman". However, Mr. Baughman is not in favor of such a proposal.

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Nichols, Ladd, Rosen, and Harbo were unanimously of the opinion that no such announcement should be placed in the FBI Law Enforcement Bulletin. It was felt that private citizens will, in the normal course of events, report thefts of firearms to their local law enforcement officers who, in turn, should report such information to the FBI for inclusion in the National Stolen Property Index.

Respectfully
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

ETH:AP
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
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166-2554-4698
IF IB II
30 APR 15 1946

EX-18

51 APR 15 1946

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 4/4/92 BY 3950/jae

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. CLEGG

FROM : J. S. ROGERS

SUBJECT: *Operative Conference*

DATE: March 25, 1946

I was discussing on March 19 with Mr. Ralph Nuber of the Hardware Division of the War Assets Corporation, the surplus property program regarding Thompson Sub-machine gun and .30 calibre carbines. Mr. Nuber inquired as to whether the FBI would want to pass on each of the applications by police departments to purchase these weapons since he wanted to be certain they they did not get into the wrong hands. I told him of the part we had played during the war in getting revolvers for police departments but pointed out that all applications came to the Defense Supplies Corporation at Washington and it just took approximately two days from the time the application had been received by the Defense Supplies Corporation until it could be sent to the FBI for approval and returned to Defense Supplies Corporation.

I pointed out further that with this surplus property program the firearms are going to be sold through the regional offices apparently, and this would mean that upon receipt of an application by a regional office the matter would have to be referred to the War Assets Corporation in Washington, then over to us for approval and back to War Assets Corporation and then back to the regional office. I told him this would obviously cause some delay in getting the guns to the police. We also discussed the possibility of requiring the police agency applying for a machine gun or rifle to submit an affidavit that the guns were for the use of the police department and let that be sufficient evidence for the regional offices to sell the guns to the police. Nuber stated that his primary concern was as stated above, that he did not want these guns to get into unauthorized hands and that anything the FBI wanted to do in screening these applications would be agreeable with him. I told him that I would inquire of you and advise him later as to whether we want any special procedure to be followed in disposing of these weapons.

My thought in the matter is this. The Police departments want the guns right away. To require the application to be passed on by the Bureau is going to delay the forwarding of the guns to the police. This is also going to place an added burden on the Bureau which will not be particularly beneficial to us so far as our cooperation with the law enforcement agencies is concerned. They know that we will help them get firearms and other surplus property and that in my opinion is sufficient without the extra burden of individual certifications.

Recommendation: I recommend that I be permitted to telephonically advise Mr. Nuber that our suggestion would be that the police be required to submit a notarized statement to the effect that it is a police department and that the weapons are being purchased for the use of the department. I think the notarized statement would be sufficient to deter unauthorized individuals from attempting to purchase machine guns and rifles. If you approve, I will advise Mr. Nuber in line with this recommendation.

JSR:djb

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HEREIN IS UNCLASSIFIED
DATE *4/1/92* BY *SP5/BC*

RECORDED

66-2554-4699
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48 APR 12 1946

INTELLIGENCE DIVISION

COPY:FC

Washington, D. C.
April 3, 1946

66-2554-4699

Mr. Ralph Nuber
War Assets Corporation
Room 3213
Railroad Retirement Building
Third and C Streets, S.W.
Washington, D. C.

Dear Mr. Nuber:

Mr. J. S. Rogers of this Bureau has advised me of your request for a letter from me stating our views on the disposal of machine guns and rifles to police departments under the surplus property program.

As you were orally advised by Mr. Rogers, this Bureau does not recommend that each application be cleared by the FBI before the War Assets Corporation will make the firearms available to the police. I am sure that you agree that this would require considerable time since the request for clearance would have to come from your regional office to you, then to the FBI where it would be checked and then back to you and finally returned to the regional office. It is my thought that the necessary safeguards against these firearms getting into the hands of unauthorized persons can be accomplished by requiring the law enforcement agency requesting guns to furnish with their applications a notarized statement to the effect that they are in fact a duly constituted law enforcement agency and that the firearms are being purchased for the use of that agency.

I trust that this information is what you desire, and again let me assure you that I appreciate your continued cooperation with the FBI in its endeavor to assist the law enforcement agencies in obtaining firearms and other equipment which is being made available by your agency.

Sincerely yours,

John Edgar Hoover
Director

JSR:djb

Approved by the Executives' Conference March 27 those being in attendance:
Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford,
Rosen and Clegg.

COMMUNICATIONS SECTION
APR 5, 1946

52 APR 19 1946

323013
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HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY 9521/bm

ORIGINAL FILED IN 62-21775-1-15

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : MR. E. T. HARBO

DATE: MARCH 28, 1946

FROM : I. W. CONRAD

SUBJECT: POLICE RADIOS IN BUREAU CARS
INSTALLATION IN SAN DIEGO CAR #20* 3230 13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP2/JSK

By letters dated February 13, 1946 and March 13, 1946, the latter of which is attached, the San Diego Field Division requests a mobile AM transmitter for installation in San Diego car #20 which is used in investigative matters in the northern section of San Diego County.

The area is covered daily out of San Diego and is not resident agency. There are three police broadcasting stations covering San Diego County which include the San Diego Police Department, Oceanside Police Department and Escondido Police Department, all of which transmit on a frequency which is now received in the Bureau car by use of the AM Motorola police cruiser receiver.

By way of justification for this installation, San Diego advises that investigative activity is increasing in the area concerned and because of the excellent cooperation of the Oceanside and Escondido Police Agencies with that office, car #20 is often called on emergency or on semi-emergency matters. It is then necessary for the Agent to phone the transmitting Police department by land line. Because of the nature of the back country, this is often difficult and necessitates driving considerable distances from the Agent's original destination to reach a telephone. This is reported to result in a loss of time and in some loss of prestige, both of which could be eliminated by use of the car transmitter according to the Special Agent in Charge in San Diego.

He further advises that it is his considered judgment that the Agent assigned to this territory could handle his assignments much more effectively and be more readily available for emergency matters were he able to maintain a two-way contact with the three main stations in San Diego County and with the San Diego Field Office.

Sufficient technical information has been forwarded by the San Diego Office to draw up specifications for the purchase of a transmitter. They have also advised that the Sheriff's office radio technicians as well as the Escondido Police Department state that they will be glad to maintain the equipment for the Bureau which has advantages from the technical standpoint.

RECOMMENDATION: Accordingly, it is recommended that the request of the San Diego Office for one Automobile transmitter, tuned for operation on 33.78 mc at an approximate cost of \$260 be approved.

RECORDED

F B

Should approval for this purchase be granted, San Diego will be advised, appropriate specifications will be drawn up for purchasing the equipment by the Chief Clerk's Office to provide for its shipment directly to the San Diego Field Office. Should approval not be granted, an appropriate letter will be prepared for San Diego.

Attachement

HWS:PJD
62-34250 390

APPROVED BY EXEC CONF 4/1/46: present Messers. Tolson, Glavin, Tracy, Hendon, Clegg, Ladd, Mumford, Rosen, Harbo.

1934-24350-1934

7/3 APR 1 1946

THE DIRECTOR

APRIL 11, 1946

EXECUTIVES' CONFERENCE

FBI NA NEWS LETTER

The Executives' Conference on March 26, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen, and Clegg, considered the suggestion that the monthly News Letter for the FBI NA Associates be typed directly on stencils by the stenographer in the Training and Inspection Division and that these stencils be sent to the Mechanical Section for the mimeographing of this monthly letter.

The procedure at present is for the material for the News Letter to be typed in rough draft form and then approved by Mr. Rogers, Mr. Clegg, and Mr. Tolson before it is printed. The news portion of the letter is drafted by a stenographer from incoming communications and the typing of this information originally on the stencil would shorten by 50% the total amount of typing involved and would still permit material being reviewed by the Crime Records Division prior to mimeographing. Experience has shown that there is rarely any change whatever made in the context of the News Letter. The likelihood is strong that there would be no changes or at the most only one or two pages would have to be changed and these changes in most instances could be made from a review of the stencils by Mr. Nichols or someone in his division. This plan would be considered more economical than to first draft the information, have it reviewed, and then subsequently prepare stencils.

The Executives' Conference unanimously approved this suggestion.

Respectfully,
For the Conference

Elyde Tolson

E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

ENC:ER

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY [signature]

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED
&
INDEXED

166-2054-4701
APR 16 1946

EX-140

THE DIRECTOR

April 11, 1946

THE EXECUTIVE CONFERENCE

NATIONAL UNIDENTIFIED AMMUNITION FILE

This evidence file has been in existence in the Laboratory since 1932. It consists of unidentified bullets involved in criminal cases. The bullets are segregated according to type and at present there are 119 specimens in the file, of which approximately 5/6 were submitted in police cases.

Under present practice, all evidence bullets and all test bullets handled by the Firearms Unit in the examination of current Laboratory cases are checked against the unidentified bullets in this file. During the 1945 fiscal year, more than 2,600 specimens in current cases were checked against the file. No identifications were made. Similarly, no identifications were made in the 1943 and 1944 fiscal years. However, identifications were made in two cases in 1942, one in 1941, one in 1939, and one in 1938. A review has been made of available files in cases in which identifications were made and it was found that in the majority of instances the identification would have been made without the existence of the National Unidentified Ammunition File because of the specific comparison requested by the field office at the time the current weapons were submitted.

This file has been reviewed on several occasions in the past several years and a number of specimens were removed from the file. In October, 1937, the file was reviewed and the number of specimens reduced from 254 to 94. This is a recurring problem and as long as the file exists such review and elimination of obsolete specimens is necessary. Specimens are added to the file only upon the specific request of the contributor.

It was pointed out that the small number of identifications and the total lack of identifications during the past three fiscal years raise a grave doubt as to whether the file should be continued in any form. On the other hand, it was felt that the file has served a valuable function in several important cases and it has considerable public relations value insofar as rendering service to law enforcement agencies is concerned.

The search of a single specimen through the file may take anywhere from a few minutes to several hours depending on the nature of the specimen. It is estimated that the average time required for searching is 30 minutes per specimen. Based upon the volume of specimens presently searched, it appears that half the time of one firearms examiner is required to continue the present practice.

The Conference, consisting of Messrs. Tolson, Glavin, Tracy, Nichols, Ladd, Rosen, and Harbo, was unanimously in favor of the following revision in the

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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APR 18 1946
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/82 BY SP5/BCE

1. Review the file and take out all specimens except:

(a) Pending Bureau cases and any closed Bureau cases of sufficient importance to warrant retention;

(b) Major police cases such as an unsolved murder of a police officer.

2. Make searches of specimens currently submitted against the Unidentified Ammunition File only upon the specific request of the contributor and in such additional cases as the discretion of the examiner may dictate.

It is estimated that the foregoing revision in policy would reduce the specimens at the present time to approximately 50 and that approximately 90% of the searches presently made would be eliminated.

Respectfully,
For the Conference

OK
Clyde Tolson

E. A. Tamm
E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RTH:AF

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

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THE DIRECTOR

March 26, 1946

THE EXECUTIVE CONFERENCE

On March 22, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Harbo, Tracy and Glavin, considered the automobile accident involving Special Agent Vernon L. Goodin assigned to the San Francisco Division.

For the Director's information, Goodin, accompanied by Deputy Sheriff Al Vervaeke of Pleasanton, California parked a Bureau car in front of a ranch in order to conduct an investigation. The interview took approximately twenty minutes and upon coming back to the car they found a smoldering fire in the back seat. The fire was put out but only after burning a hole six inches in diameter both on the bottom and on the back of the seat.

Agent Goodin stated there was no one in the vicinity of the car while it was parked and the cause of the fire is unknown. Goodin further stated that both he and the Sheriff were smoking but that both of the rear windows were closed but that it was possible that a spark blew back onto the upholstery damaging the Bureau car. SAC Stein states there is no definite indication of negligence on Agent Goodin's part as it is natural to smoke in automobiles and stated that unless advised to the contrary, the expenses would be submitted in the usual voucher.

The majority of the Conference consisting of Messrs. Tolson, Nichols, Rosen, Tracy and Glavin feel that the Agent was responsible for the damage in this particular instance. Mr. Harbo feels the Agent should not be held responsible. The majority of the Conference is of the opinion that the Agent, in smoking, as well as the Deputy Sheriff, had caused the fire in the back of the car and negligence is evident since the Agent did not assure himself that the ashes from the cigarettes were not burning. Should the Director agree with the majority's opinion, SAC Stein will be advised that the Bureau is holding Special Agent Goodin responsible for the damage.

CC: Mr. Hendon
CC: Mr. Clegg

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Miss Gandy

RECORDED
INDEXED

66-2554-4703
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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY spc/bse

53 APR 24 1946

ORIGINAL COPY FILED IN 66-2554-4703

THE DIRECTOR

March 25, 1946

THE EXECUTIVES' CONFERENCE

On March 25, 1946 the Executives' Conference, those present being Messrs. Tolson, Rosen, Mumford, Lee, Hendon, Nichols, Harbo, Tracy and Clegg, considered the question of the Annual Reunion and Retraining Session of the FBI National Academy.

Suggestion: That the planned retraining school and reunion from September 30th to October 4th not be held during the current year; that encouragement be given for meetings on a state wide basis in each state of the graduates of the FBI National Academy; that a notice be sent to the graduates through the monthly news letter and an announcement be made to the present class and former graduates who are now here that the planned meeting is being cancelled this year for the following reasons:

a. The conservation of food plans and program will interfere with the type of banquet, luncheon and reception which were being considered.

b. The continuing difficulty of obtaining housing facilities in Washington will make it impossible to find housing and room accommodations for the graduates, their friends and family members who will probably plan to attend such a meeting.

c. The size of available meeting places for the assemblages makes but a few places of adequate size available and commitments and restrictions on the use of such auditoriums make the holding of such a meeting impractical or at least extremely difficult. It was believed that the Bureau later in this current year might cause the Board of Officers of the FBINA Associates to meet at Washington and approve a plan for state wide meetings in the future with delegates from each state proportionate to the number of graduates coming to Washington for a National Convention and to elect National officers of else for the Associates as a separate organization to take over the management of annual reunions in the future as is done in colleges and universities. This would be pretty generally left up to the Associates Organization with the majority opinion of the Conference expressing the view that the state meetings with a representative delegation meeting in Washington might be more desirable.

ADVANTAGES:

1. Difficulty and eventual possibility of financing an elaborate program such as have been previously given.

2. Difficulty in finding room and housing accommodations for those who return.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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APR 18 1946
HHC:PJO

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HEREIN IS UNCLASSIFIED

DATE 9/14/92 BY SP2/BCE

66-2554-470

3. The small number of Bureau representatives in Washington compared with the increasingly larger number of graduates and their guests makes it difficult to control.

4. The amount of time and expense involved in such meetings would be saved.

5. The food and auditorium situation is becoming increasingly difficult.

DISADVANTAGES:

1. The Associates is potentially becoming one of the largest and most powerful law enforcement organizations and ~~and~~ its power and influence can be felt only if there are annual meetings.

2. The election of officers by representative vote is undemocratic in principle and will probably be resented by many.

3. These annual meetings are a splendid sounding board and instrumentality for the Bureau to make use of in any constructive way.

4. The elimination of the class banquets and now the elimination of the Reunion would indicate a lessening interest on the part of the Bureau in the graduates of the Academy, with a corresponding lessening of enthusiasm on the part of the graduates and the graduating class.

5. One of the advantages of the reunion is to bring officers from all parts of the country together to develop a personal friendly relationship which will be substantially lost.

6. Colleges and universities have annual "home coming" meetings in the location of the school; therefore, such a reunion is expected.

7. Many of the graduates have already made plans for vacation to coincide with the reunion this year.

RECOMMENDATION: Unanimously in favor of the suggestion and if this is approved there is attached hereto a notice to appear in the "news letter", in the "Police Chiefs' News Letter" and other sources where publicity has been given to the proposed meeting.

Respectfully,
For the Conference,

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc - Mr. Hendon
Mr. Clegg

Attachment

ANNOUNCEMENT

The Annual Retraining Course for the FBI National Academy Associates has by force of official necessity been cancelled. This meeting had been scheduled from September 30th to October 4, 1946. Since the plans for this meeting were held there has developed a critical food shortage throughout the world and the restrictions on banquets, luncheons and receptions where food is served are such as to interfere to an appreciable extent with a program such as the one that had been planned. Even more compelling is the fact that from all appearances the critical housing shortage in Washington will make it impossible to find rooms and places of lodging for even 25% of those who might be expected to attend the Retraining Course, particularly since it was planned that family members and other official guests of the graduates of the Academy should attend. The shortage of Convention Halls in Washington which could be used for a period of one week continuously is such as to further make it impossible for the meetings to be held as planned. In view of the fact that these conditions are all caused by matters over which neither the FBI or the Associates of the Academy have any control, after appropriate official conferences concerning the matter, it was deemed necessary much to our regret to announce the cancellation of these plans.

A future program will be given consideration as soon as circumstances permit and will be discussed with the officers of the FBI National Academy Associates.

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DATE 9/14/92 BY SP5/BJP

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

HHC:PJ

THE DIRECTOR

APRIL 12, 1946

THE EXECUTIVES' CONFERENCE

ACKNOWLEDGEMENT OF SUGGESTION LETTERS

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, considered, on April 9, 1946, the suggestion that since suggestion letters which were being received from field personnel at present were being acknowledged and as the employees were advised that their suggestions were being referred to a Joint Committee of field and Dept of Government representatives, that there be no further or subsequent communication with the employee in the event his suggestion is approved or disapproved.

It was pointed out that if a suggestion was approved which would result in the issuance of a bulletin or the making of a manual change, the action taken would become apparent with the issuance of the revised instructions. In the absence of any change based upon the suggestion, it would become apparent that the suggestion was not adopted. It has been the practice of the Bureau for many years to advise the employee if his suggestion is adopted and if not to furnish information as to the reasons for failure to adopt the suggestion. It was generally recognized that this was good personnel relations activity in view of the initial acknowledgement and the subsequent issuance of Bureau Bulletins or manual changes, it was unanimously recommended by the Executives' Conference that no further specific communications be sent to the employee whether his suggestion is or is not adopted, this being necessary because of reductions in clerical personnel.

It was believed there should be added to the initial acknowledgement a statement as follows: "In the event your suggestion is adopted, appropriate instructions will be issued accordingly. Due to the reduced personnel, no further special communication will be addressed to you as to the final action taken in connection with your suggestion."

Respectfully,
For the Conference

Clyde Tolson

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP5C/BK

56 APR 17 1946

66-2554-4765

THE DIRECTOR

MARCH 26, 1946

THE JOINT COMMITTEE

SUGGESTION #178

EMPLOYED: EMPLOYEES OF NORFOLK DIVISION

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP5C/bce

MEMBERS PRESENT: H. H. Clegg E. H. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: It has been noticed that when letters are sent to the Bureau from field offices asking for a search in the National Stolen Property File, at times copies of these letters are returned to the field office stamped "No Record." At other times letters are written advising that there is no record. The suggestion is that uniformly the stamp on the copy be used.

ADVANTAGES:

1. Save time in writing letters and filing copies at Bureau.
2. Establish uniformity.
3. This is the present intention. It appears that some exceptions may have been made and a memorandum to the Investigative Division maintaining the file would bring about this desired result.

DISADVANTAGES: None

RECOMMENDATION: Unanimously favorable. It is recommended that a memorandum be addressed to the Investigative Division maintaining this file to uniformly adopt the practice of using the stamp on the copy in instances where no record exists.

EXECUTIVES' CONFERENCE ACTION:

The Executives' Conference on April 4, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford, Rosen and Clegg, recommended unanimously that the practice be uniform of using the stamp on the copy of the incoming letter in instances where no record exists. For this purpose there is attached hereto a memorandum to the investigative divisions and the Records and Communications Division, accordingly.

Respectfully,
For the Conference

Clyde Tolson

EX - 40
E. A. Tamm

Tolson
E. A. Tamm
Clegg
Conroy
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn Tamm
Nease
Gandy

unc/51

104
APR 18 1946

THE DIRECTOR

MARCH 26, 1946

THE JOINT COMMITTEE

SUGGESTION #170

EMPLOYEES: EMPLOYEES OF NORFOLK OFFICE

MEMBERS PRESENT:

H. H. Clegg

E. D. Conroy

R. G. Hendon

H. Scheidt

3230 13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/14/92 BY SP-3C/bee

EMPLOYEE SUGGESTIONS: Investigative files are maintained in envelopes as the first serial in a file which is serialized "1-A." It has been noticed that the fastener on this envelope is fragile and the suggestion is that a more durable type of container be obtained and issued to field offices for this purpose, or as an alternative, if a more durable envelope cannot be obtained, that the "1-A" serial be placed in a separate volume of the file.

ADVANTAGES:

1. There is considerable difficulty in maintaining this envelope in good condition due to the fragile nature of the fastener and it is hoped that now that materials are more easily available, a better type envelope may be obtained.
2. It would prevent possible loss of exhibits due to the fragile nature of the fastener.

DISADVANTAGES:

1. A considerable number of these envelopes are probably now on hand although they could probably be used for some other purpose.
2. As to maintaining the exhibits in separate volumes, this would cause one extra file in many cases for just one small exhibit and would give opportunity for greater loss.
3. Better envelopes would possibly be more expensive.

RECOMMENDATION: Unanimously favorable that the Chief Clerk's Office attempt to obtain a more durable envelope for this purpose.

RECORDED & INDEXED IF IS I

EXECUTIVES' CONFERENCE ACTION:

The Executives' Conference on April 4, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford, Rosen, and Clegg, unanimously recommended that the Chief Clerk's Office attempt to locate on the schedule of

supplies an envelope which would be more durable for the purpose of maintaining exhibits in case files, it being recognized, of course, that such supplies would have to be purchased from the regular Government schedule. It was believed possible, now that the war is over, that a metal rather than fiber type of fastener could be found available on such envelopes.

Respectfully,
For the Conference

HHC/WI

THE DIRECTOR

March 25, 1946

THE JOINT COMMITTEE

SUGGESTION #16B

EMPLOYEE: MR. R. P. KRAMER
DENVER FIELD OFFICE

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 8/14/92 BY SP5C/KCE

MEMBERS PRESENT: H. H. Clegg E. M. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the Missing Persons File in field offices be eliminated. At the present time, if a legitimate request for a missing person is given to a field office, the field office will in turn file a stop notice with the Identification Division. A card is maintained in the field office on this notice, although there is no requirement in existing regulations for any subsequent investigation by the field office to determine if the missing notice should be canceled.

ADVANTAGES:

1. The Identification Division maintains its own Missing Persons File and handles correspondence directly with the person filing it, including the field office directly. Such correspondence goes to field offices as a matter of practice less frequently than to outside individuals because it had been assumed that the field offices were following up these matters from time to time.
2. The mechanics having been established at the Seat of Government, there is but small added difficulty in this file being centralized as it already is and field offices being relieved of the responsibility of maintaining these notices in the future.
3. The field is not required to maintain cards on wanted notices filed with the Bureau and this would make the practice uniform with respect to placing missing person notices with the Bureau.
4. There is no investigative responsibility or federal law involved in these cases; therefore, it is strictly an administrative rather than field office function.

RECOMMENDATION: Unanimously approved that the file be discontinued in field offices.

EXECUTIVES' CONFERENCE ACTION: The Executives' Conference on April 4, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford, Rosen and Clegg, unanimously approved the file be discontinued in field offices.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

cc: Mr. Clegg
Mr. Hendon

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

REC/vl

56 APR 18 1946

THE DIRECTOR

March 25, 1946

THE JOINT COMMITTEE

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP5C/PLC

SUGGESTION #16A

EMPLOYEE: MR. R. P. KRAIER
DENVER FIELD OFFICE

Or. Meeting Conference

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: 1. That the Bureau eliminate the necessity for field offices obtaining prior Bureau approval before issuing a radio broadcast.

ADVANTAGES:

1. Radio broadcasts in hot pursuit cases are definitely a matter of urgency that would cause the Special Agent in Charge to notify officers to block roads, to be on the lookout, etc. He is now permitted individually to telephone scores of police departments and this would permit him to communicate with them by radio simultaneously by having the broadcast sponsored by one organization.
2. Necessity has made it important that a number of Special Agents in Charge not take the time to get Bureau authority and the rule is being violated in a number of instances.
3. It would eliminate unnecessary telephone or teletype expense in securing such authority from the Bureau.
4. The saving of time might result in the apprehension of fugitives who might otherwise escape.

DISADVANTAGES:

1. It is possible that some less experienced Special Agent in Charge might put out a broadcast to stop a car or person of a given description shortly after the kidnapping of a victim with the consequent endangering of the life of the victim.
2. In major cases, it might be inadvisable for the Bureau to give advance information to outside officers as to the approximate location of the fugitive in view of factors well known to the Bureau and not well known to the field office.
3. The Bureau would not have any control over the substance of any broadcast which might conceivably be embarrassing or unwise.

Tolson
E. A. Tamm
Clegg
Conroy
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Gurnea
Hendon
Quinn Tamm
Egan
Gandy

RECOMMENDATION: Unanimous. That in hot pursuit cases, excepting those of potential major importance or of wide public interest, field offices be permitted to resort to radio broadcasts to effect the location of fugitives, without Bureau approval.

cc: Mr. Clegg
Mr. Hendon

36 APR 19 1946

MEMORANDUM TO THE DIRECTOR

March 25, 1946

EMPLOYEE SUGGESTS: II. That Bureau authority no longer be required for field offices to issue circular letters.

ADVANTAGES:

1. The Special Agent in Charge should be possessed of adequate good judgment to prevent this unnecessary clerical work and delay.
2. Saves two letters between the field and Bureau.
3. Eliminates the necessity for time and expense in correspondence.

DISADVANTAGES:

1. Since it is a letter that is being prepared, the urgency of the matter would not exist to such an extent as to preclude the communication being sent to the Bureau for prior approval -- if necessary, by teletype.
2. Circular Letters in National Bank Act Cases might conceivably start a run on a bank or be phrased unwisely so as to embarrass the Bureau.
3. An excessive number of circular letters might be sent out by certain Special Agents in Charge.
4. Many of these are published in trade and other journals and their wording should accordingly be approved by the Bureau.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE ACTION:

On April 4, 1946, the Executives' Conference, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Nichols, Hendon, Ladd, Mumford, Rosen, and Glegg, unanimously recommended that in hot pursuit cases, except those of potential major importance or of wide public interest, field offices be permitted to use radio broadcasts to police agencies in the territory to effect the location of fugitives without prior Bureau approval. It was also unanimously recommended that Bureau approval be obtained for all other radio broadcasts, including speeches.

2. The Conference unanimously recommended that Bureau authority continue required of field offices to issue circular letters.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

HRC/wl

#3230-13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY SP5CJ/bce

THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #27-A

EMPLOYEE: ASSISTANT DIRECTOR R. T. HARBO
SEAT OF GOVERNMENT

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

At the present time each field office sends to the Laboratory one sample record each month. This is listened to by Laboratory experts and a letter is prepared to the field suggesting any improvements in the sound recording technique. It is suggested that this practice be discontinued on a monthly basis and such reviews be made semiannually.

ADVANTAGES:

~~TECHNICAL RECORDING~~

1. The project presently requires the time of one Laboratory employee for one week each month, which time would be saved.
2. It would save correspondence from the Seat of Government to the field.
3. It is believed a less frequent check of the records would serve the purpose.
4. The recent favorable consideration of a plan by which these sound men would be given regular retraining in connection with the In-Service schools will tend to correct their difficulties during their period of specialized training in this field while in Washington.
5. If a field office is having any difficulty with its recordings it can at the time send samples to the Bureau and ask for instruction, aid and assistance.
6. At the present time a large percentage, estimated as high as 40%, of instances reveal that records are being made very properly and in the remaining number the suggestions for improvement are often of a minor nature.

DISADVANTAGES:

1. It lessens the supervision of recordings from the Seat of Government.
2. It deprives the field of frequent suggestions from the Laboratory for possible improvement of their recording work.

RECOMMENDATION:

Unanimous that this project be discontinued entirely.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference, Messrs. Tolson, Mr. E. A. Tamm, Mr. Clegg, Mr. E. J. Conroy, Mr. Harbo, Mr. H. A. Tamm, Mr. Hendon, Mr. Nichols, Mr. Ladd, Mr. McCabe and Mr. Clegg being present, on April 9, 1946, recommended unanimously that this project be discontinued entirely.

Respectfully,
For the Conference

Clyde Tolson

H. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. E. J. Conroy
Mr. Harbo
Mr. H. A. Tamm
Mr. Hendon
Mr. Nichols
Mr. Ladd
Mr. McCabe
Mr. Clegg
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

50 APR 19 1946

THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #26-D

EMPLOYEE: SAC H. T. O'CONNOR
CLEVELAND FIELD DIVISION

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP5/SCW/bce

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That field offices be authorized to place alien enemy registration files in the case file folders where an investigative case exists on the alien in question.

ADVANTAGES:

1. It would centralize information in one file and cut down the time of clerks and Agents in reviewing information of current interest concerning the particular individual.

DISADVANTAGES:

1. It would take entirely too much clerical work to perform the consolidation of files.
2. It is well to have all of the alien enemy folders in one particular place.
3. Due to the physical makeup of the information contained in these folders it would often require the preparation of exhibit envelopes in order to incorporate the information into the case file. This would be expensive in time and money.
4. It would require a clerical project of some effort in order to accomplish the consolidation which would be helpful only in a moderate percentage of the cases.
5. The information contained in the folders is sufficiently available for reference purposes in its present form.

RECOMMENDATION: Unanimously unfavorable.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION

EX - 30

RECORDED & INDEXED

166-2554-4711
F B I

39 APR 17 1946

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 9, 1946, unanimously recommended unfavorable to the above suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

50 APR 19 1946

THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION 722-H
EMPLOYEE: S.A.C. S. K. MCKEE
NEWARK FIELD DIVISION

323813
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP5/BJC

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. G. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That field offices be authorized to place in an inactive status for a period of six months after the initial investigation has been conducted cases which deal with Communist infiltration into organizations.

ADVANTAGES:

1. Unions and such organizations usually elect officers annually and an annual check of the leaders and officers of such organizations will usually suffice.
2. Through informants, surveillances, and other investigative practices information is collected which usually keeps a field office currently informed as to practices of this type and which preclude the necessity for initiating investigations directly into these individual cases.
3. It would prevent such cases being shown as delinquent merely because there had been no activity within the past 45 days, based on the present delinquency system.

DISADVANTAGES:

1. A recommendation has been made for the elimination of the 45-day automatic delinquency period to be a basis for information in the Monthly Administrative Reports.
2. There is at this time vigorous activity in these organizational groups, and they are also recruiting advice in programs that would make it inadvisable for most of these files to be placed in an inactive status.
3. The suggestion that information is being currently received concerning such cases is more or less indicative there is such activity to justify reports in many instances more frequently than at 6-month intervals.
4. The adoption of the suggestion might have a tendency to cause investigations of Communist infiltration into organizations to be neglected.

RECOMMENDATION: Unanimously unfavorable.

ENC:ER

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference, Messrs. Tolson, Mr. E. A. Tamm, Mr. Clegg, Mr. Glavin, Mr. Ladd, Mr. Nichols, Mr. Rosen, Mr. Tracy, Mr. Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 3, 1946, unanimously unfavorable as to the above suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc: Mr. Hendon
Mr. Clegg

THE DIRECTOR

APRIL 1, 1946

THE JOINT COMMITTEE

SUGGESTION #26-B

EMPLOYEE: SAC H. T. O'CONNOR
CLEVELAND FIELD DIVISION

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED

DATE 9/14/92 BY SP5CWP/bee

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the requirement for three conferences per week being held by the SACs for their supervisory staff be revised to permit such conferences to be held at the discretion of the Special Agent in Charge.

ADVANTAGES:

1. The present rule is no longer necessary as in the past in view of the cut in the size of the supervisory staff in most offices.
2. There is a rather constant contact between the two or three administrative employees in the smaller offices and the requirement serves no particular purpose.
3. The frequency with which such conferences are needed will vary among the various field offices and, therefore, by placing this within the discretion of the SAC the appropriate number of conferences needed may be held in each field division.

DISADVANTAGES:

1. It is absolutely necessary that at least this number of conferences be held in the larger offices in order to insure proper coordination of activity.
2. The instructions do not contemplate necessarily a formal type of conference between the SAC and his assistant in the smaller offices, and they adequately comply with the instructions through their daily contact.
3. The conferences are proving to be of great value in a large number of offices toward achieving greater efficiency, coordination of effort and complete understanding of office and Bureau policy matters.

RECOMMENDATION:

Unanimously unfavorable.

EX-16

35 APR 1 1946

HHC:ER

EXHIBIT LIVES: CONFERENCE CONSIDERATION: The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 9, 1946, were unanimously unfavorable as to the above suggestion.

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
HHC/EL Hendon

THE DIRECTOR

MARCH 27, 1946

THE JOINT COMMITTEE

SUGGESTION 719-B

EMPLOYEE: SAC H. D. FLETCHER
PHILADELPHIA FIELD DIVISION

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/17/92 BY SP5/bce

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the requirement that accounting personnel be listed on the Monthly Administrative Report be discontinued. The present purpose of this requirement is to assist the supervisory staff in Washington to make certain that accountants are used on accounting work. After a conference with Mr. Glavin and Mr. Pennington, Mr. Glavin advised he did not make use of this information in his office, and Mr. Pennington, who has heretofore been using it occasionally, advised that other methods are available in order to make sure the requirement that accountants are used on accounting cases is followed. They would concur in the requirement it be eliminated.

ADVANTAGES

1. Saving of time, labor and effort in the preparation of the Monthly Administrative Report.
2. The information is of comparatively limited value in view of other methods of supervising this phase of Bureau activities.

DISADVANTAGES

1. It is an automatic enforcement of the Bureau's requirement that accountants devote their attention to accounting work and any variation must be reported by the SAC, who would be less reluctant because of this to place them on other types of work.

RECOMMENDATION:

Unanimously favorable.

ENCLOSURE

EXECUTIVES' CONFERENCE CONSIDERATION:

RECORDED & INDEXED

EX-18

166-2554-4714
F B I
39 APR 12 1946

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, recommended unanimously favorable to the above suggestion.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Respectfully,
For the Conference

Glavin Tolson

E. A. Tamm

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/93 BY [signature] bce

THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #24

EMPLOYEE: SAC J. F. TROST
ATLANTA FIELD DIVISION

Executive Conf.

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

1. That forms be used in connection with cases which originate with a complaint from such organizations as the Automobile Underwriters Detective Bureau concerning a violation of the MAYA when no investigation is to be conducted in the division where the complaint is received from the Automobile Underwriters. At present the information is being submitted to the various field offices and the Bureau in regular report form with undeveloped leads. The report RUCs the case and credit is claimed for the opening and the closing of the case in the Atlanta Office. Individual case files are also opened.

ADVANTAGES:

1. The use of the form would preclude the necessity for writing a report which requires some additional typing and dictation to prepare.
2. The use of the form would prevent the necessity for a report's being sent to the Bureau with a resultant saving in filing the initial report.
3. The information is in the nature of allegations which have not yet been substantiated as evidence and consequently the evidence will be obtained when available by other field offices and reported in report form as presently required.
4. As presently reported, originally most of the cases are under an unknown subject title, whereas the initial reports received from the office of origin will often carry a complete title. Consequently, unnecessary indexing originally was performed in the Files Division at the Bureau.
5. Since the office where the car was stolen and the office where it was recovered each reports the result of the investigation in its district the information contained in the report from the Atlanta Office which was secured from the AUDB was from this same information.
6. Oftentimes the offices receiving the report from the Atlanta Office have previously opened cases upon the same matter and have submitted reports. The report from the Atlanta Office adds absolutely nothing in such instances.

DISADVANTAGES:

1. A variation from the uniform requirement of reporting information obtained by a regular report.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

6 APR 13 1946

RECORDED
&
INDEXED

66-2554-4715

ENC:ER

2. Undeveloped leads can be suggested by the Agent who received the initial complaint and who is best informed as to the desirability of further investigation.
3. The investigative report from Atlanta provides a ready and convenient basis for the covering of a suggested lead by the offices to whom copies of this report are furnished.
4. The next office submitting a report on the case would incorporate the same information in the first paragraph of the report showing in the details the source of the complaint with the same information that would have been included in the report from the initial office receiving the complaint.
5. The Bureau would not have available any record indicating the existence of such a pending case, and thus would not have an opportunity through an examination of cross references to advise other field offices promptly as to previous records and activities of the same subjects and the development of any possible rings or conspiracies.
6. Any form prepared might not fit the requirements of the complaint.

RECOMMENDATION:

Messrs. Hendon, Scheidt, and Conroy are opposed to the use of a form for this purpose but recommend that reports not be submitted and that a letter be used instead, principally to conserve unnecessary administrative time both in the field and at the Seat of Government in handling reports of a useless and duplicatory nature.

Mr. Clegg is in favor of continuing the present practice of submitting reports.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 9, 1946, unanimously were of the opinion that the investigative report forms should not be prepared solely for the purpose of recording the complaint and transmitting undeveloped leads in such cases. The Conference also was unanimously opposed to the adoption or preparation of a form letter for this purpose. The Conference did favor the use of a specially dictated letter in each instance with copies going to the other offices where undeveloped leads appeared logical.

HRC/vl

(OVER)

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

EMPLOYEE SUGGESTS: II. That a copy of a form or letter used to report on such violations would be filed in the zero file without the preparation of assignment cards to open and close cases based on information received.

ADVANTAGES:

1. The Atlanta Office has no interest in the matter other than getting the information to the office in which district the car was stolen and recovered. Consequently, there is no need for tickler or assignment cards to follow a case.
2. The preparation of assignment cards and clerical work attendant thereto serves no purpose other than to give credit to the office for a case opened and closed which actually gives a distorted picture of the work pending in a field division.
3. A considerable saving in clerical time and in administrative detail would be effected by handling such matters in the zero classification and having not to prepare individual case files and individual folders. Likewise, there would be a considerable saving in materials.
4. Since all investigations in these cases are being performed in other districts the maintenance of assignment cards and separate case files at the Atlanta Office serves no useful purpose and, in effect, merely amounts to keeping individual case records for the sake of keeping a record.
5. This same system is utilized to advise other offices in other classifications concerning possible violations in which the preparing office has no possible reference.
6. The proposal reduces the handling to the absolute and simple minimum of requiring a short letter which can be signed and sent with the yellow being filed as a single serial in the zero file and eliminating all administrative appendages which serve no purpose.
7. The proposal is in accordance with the present very desirable trend toward streamlining the Bureau's operations and eliminating unnecessary operations.
8. The proposed method would give the Bureau a truer picture of the actual investigative operations of offices of handling information of this type instead of the present artificial and distorted picture with respect to the case load and cases handled by such offices, it being pointed out that an Agent of the Atlanta Office makes regular contacts with the headquarters of the AUDB and may secure and dispose of a large number of such complaints in a single day and, as the matter is presently handled, it would appear from the case load of the Atlanta Office that a large number of investigations should be concluded whereas in reality the function performed has been largely a clerical one.

DISADVANTAGES:

1. There is an actual inquiry made by an Agent in the Atlanta Office in connection with each of these cases which constitutes investigative effort on his part, for which the Atlanta Office should receive due

credit, it being noted that the time expended on these inquiries is as great as that expended on many other leads handled by field offices of the Bureau.

2. By not opening or closing cases - that is, not preparing assignment cards - the case load of criminal cases actually handled by the Atlanta Office is not properly reflected in the Monthly Administrative Report. In this connection, it may be noted that the Bureau is laying emphasis on the volume of criminal cases handled by the Bureau at the present time.

RECOMMENDATION:

The Committee is unanimously in favor of it, but feels that any reports or letters of this nature should not be placed in the 26-0 file in the Atlanta Office but should be placed in a separate miscellaneous file to include all such reports of a similar nature received from the AUDP wherein the Atlanta Office has no substantive investigative problems. The placing of this information in a file different from the zero file is for the purpose of separating from the specific complaints the non-specific complaints.

Mr. Hendon and Mr. Scheidt are opposed to the preparation of assignment cards and the consequent opening and closing of cases based upon the handling of complaints in the fashion described by the above-stated reasons.

Mr. Conroy and Mr. Clegg are in favor of credit being claimed in the usual manner for the opening and closing of a case, it being suggested that assignment cards can bear the class, file and serial number for the following reasons:

- A. The manual now requires the preparation of assignment cards in cases under the jurisdiction of the Bureau whenever one or more interviews are required.
- B. There is as much work in handling this type of case as there is in the handling of thousands of cases every year by the various field offices in one interview leads, in the receipt of complaints in Anti-Trust cases, and in other work which takes the time of Special Agents to handle.
- C. The Bureau deserves credit for the utilization of Agents' time in the acquisition of the detailed information in question.
- D. Credit is claimed by the Washington Field Office and other field offices when even Special Employees conduct short interviews to pick up the simplest type of information in a case and in this type of case the complicated data required, getting quickly the motor and serial numbers, are more complicated and subject to a greater degree of error than the simpler forms of interviews.
- E. It will be possible during inspections for an examination to be made of these RUC'd assignment cards to discover the extent, scope and coverage of such complaints.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, was unanimously in favor of the field offices where the complaint originated placing all

the complaints in one file bearing classification Number 26 but not in the 26-0 file. This, of course, applies when there is no investigative work to be performed in the division where the complaint originated.

Since the statement was made that the recording of these cases as opened and closed in the division where the complaint was made would have no effect on the Bureau's budget and would not be of value to the Budget Bureau or to the Appropriations Committee, the Conference unanimously recommended that no case be opened in instances where no investigative work was to be performed and where the sole function of the reporting office was to transmit a complaint to other offices. Therefore assignment cards would not be prepared and no credit claimed by the office for opening and closing a case.

KAC/wl

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

LBN:hbm

The Director

April 16, 1946

Executives Conference

The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Hendon, E. A. Tamm, Tracy, Harbo, Glavin and Nichols, considered Mr. Nichols' suggestion regarding the change in working shifts in the Reading Room.

Mr. Nichols pointed out according to the present rule mail received in the Reading Room subsequent to 3 p.m. is not forwarded to the Director's office or is not required to be signed unless it carries a special tag. In other words, after 5:30 no mail goes out of the Reading Room unless it is special, although an employee is on duty until approximately 7 o'clock each evening, and one employee is on duty on Saturdays. Mr. Nichols pointed out that for four days 225, 300, 325, and 293 pieces of mail were received after 3 p.m., that mail intended for the Director's personal signature received after 3 p.m. is not routed to the Director's office and routine mail not carrying a special tag is gotten out up to 5:30 p.m.

The Conference was unanimous in recommending Mr. Nichols' suggestion that two employees be put on a shift from 11:30 a.m. until 8 p.m. Monday through Friday and one employee work from 9 a.m. to 5:30 p.m. on Saturday. In this way more mail will be gotten out each evening on the day which it is dated.

Respectfully,
For the Conference

Clyde Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

7 APR 18 1946

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DATE 9/14/92 BY SP-5 CJB/BA

THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #23-A

EMPLOYEE: SAC J. M. LOPEZ
JACKSON FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg
H. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

The quarterly automobile expense breakdowns be discontinued.

ADVANTAGES:

1. Saving of time on a day-to-day basis by clerical employees in the maintenance of daily expenses, and the subsequent preparation of quarterly reports.
2. It is believed that a general breakdown of the total automobile expenses in the categories of gasoline, oil, storage, repairs, maintenance, and so forth would furnish the Bureau with substantially the same information in a total recapitulation form instead of individually as to each automobile.

DISADVANTAGES:

1. The Byrd Committee and the Department require regular reports incorporating such information and, therefore, it is not at the discretion of the Bureau as to whether these should be discontinued.
2. Such reports by individual automobiles will give the Bureau automatic control and supervision of the use of individual cars, it being noted from time to time that some cars are used so infrequently as to justify inquiry as to why the car is not being used.
3. They give a lead as to automobiles which should be disposed of as unserviceable because of expense.

RECOMMENDATION:

Unanimously unfavorable.

HHC:ER

EX - 30

APR 17 1946

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 8, 1946, considered the above and recommended unanimously unfavorable.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

H. C. Clegg
H. C. Hendon

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

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THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #23-B

EMPLOYEE: SAC J. M. LOPEZ
JACKSON FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the monthly letter of news to be included in the
~~FBI NA News Letter~~ and the bimonthly report on the activities,
promotions, and interesting work of the ~~National Academy~~
Associates be consolidated.

ADVANTAGES:

1. This would reduce, by one required report, the number of reports concerning personnel and official activities of the Graduates with a corresponding reduction in field office paper work, dictation, and filing.
2. Information can be obtained on a bimonthly basis which can be divided from month to month and used in the preparation of the Monthly News Letter. It is also a current requirement that field offices notify the Bureau immediately in the event of any changes of address, status, and outstanding accomplishments which come to the attention of the field office. This will help keep current newsworthy information for the News Letter.
3. Reduction in the amount of filing required at the Seat of Government.
4. Elimination of duplication of effort involved in the preparation of two separate reports.

DISADVANTAGES:

1. Might provide a lessening interest in the activities of the Graduates.

RECOMMENDATION:

Unanimously favorable.

106-2554-4718

HHC:EH

RECORDED

31 APR 17 1946

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, considered above suggestion and recommended unanimously favorable. Further, it was unanimously recommended that the News Letter ~~be~~ the FBI National Academy Associates be sent bi-monthly instead of monthly in the future.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

HHC/wl

76 APR 18 1946

ps
THE DIRECTOR

4-15-46

THE EXECUTIVE CONFERENCE

The Executive Conference consisting of Messrs. Tolson, Ladd, Nichols, Glavin, Rosen, Hendon, Harbo, Hince and Tracy on April 15, 1946, considered the matter of Clerical Conferences at the Seat of Government.

It was pointed out that Clerical Conferences in Field Offices were recently changed from quarterly to semi-annually; however, that no change has been made with reference to Clerical Conferences at the Seat of Government.

The Conference unanimously recommends that Clerical Conferences at the Seat of Government be held semi-annually in the future.

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

SJT:ab

EX - 40

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Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

APR 18 1946

THE DIRECTOR

MARCH 27, 1946

THE JOINT COMMITTEE

SUGGESTION #19-H

EMPLOYEE: SAC H. B. FLETCHER
PHILADELPHIA FIELD DIVISION

Executive Conference

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the Bureau transmit identification orders to law enforcement officials directly from Washington instead of sending them to field offices for subsequent distribution.

ADVANTAGES:

1. It would eliminate duplicate handling since the Bureau now has to count, check, and ship the identification orders to the field offices where they are then unpacked, addressed, and mailed.
2. It might achieve speedier distribution to the ultimate receivers of the material.
3. The Bureau now furnishes addressograph plates in most instances to the field offices and the system would eliminate the need for this extra step.

DISADVANTAGES:

1. The addressograph plates are already in field offices and the suggestion would cause a duplication in Washington.
2. The addressograph plates can be kept up to date in field offices more readily than in Washington.
3. There is not enough clerical personnel and the situation is growing worse to handle this distribution directly from Washington.
4. The addressograph plates presently maintained in the field could not be sent to the Bureau and used for this purpose since they are not of standard size and since they are used for purposes other than the distribution of this material in the field.
5. The Post Office Department at Washington would vigorously oppose the added burden which the frequent distribution of 65,000 copies of such material would place upon it.
6. It would mean constant use of addressograph equipment at the Seat of Government with greater wear and tear and mechanical breakdowns which would create a number of problems.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Unanimously opposed.

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HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg, being present, April 9, 1946, considered the above suggestion and were unanimously unfavorable.

Respectfully,
For the Conference

[Handwritten signature]
Clyde Tolson

[Handwritten signature]
E. A. Tamm

HEG/WL
[Handwritten signature]

323013
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THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #23-C

EMPLOYEE: SAC J. M. LOPEZ
JACKSON FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg
R. O. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That a ~~lock~~ lock system providing space with appropriate headings be imprinted on the inside of the file covers to reflect the posting of mail covers, wanted notices, stop notices, original informants and the like, be maintained on which would be posted these various items of investigative procedure and prosecutive developments.

ADVANTAGES:

1. Eliminate the maintenance of mail cover, wanted notice, and stop notice filing systems in field offices and thus reduce to one operation the maintenance of such data in convenient form and in a convenient place in such file.
2. Will aid in the supervision of such files.
3. Would reduce possibility of overlooking the cancellation of wanted and stop notices and the overlooking of important investigative steps as required.
4. Would serve as a type of summary of administrative operations of a case.
5. It is reported that a good many Agents in a good many field offices are making pencilled notations where they deem it advisable on the file cover, and this would provide a neat, short form for making such notations.

DISADVANTAGES:

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&
INDEXED

166-2554-4721

1. This is practically a revival of the old index sheet that the Bureau maintained during the 1920's, which experience reflected was seldom kept current and which was abandoned as unnecessary and impractical.
 2. It would entail a considerable amount of constant supervision, without which there would be numerous derelictions which would subject field offices to considerable criticisms during inspections.
 3. Would be formalizing and making mandatory such a system in all cases, where it is found convenient at present in only a comparatively small number of instances.
 4. It cannot substitute for the mail cover and stop notice card indices since, for example, mail cover tracings are received on the names of individuals who are not indexed to the file.
- Would add red tape and administrative detail to the supervision of case files.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Clegg
Hendon

APR 13 1946

6. Would transfer the clerical operation in maintenance of auxiliary indices as a requirement to be performed by investigative Agents.
7. It is a structure type of administrative function, upon which there could not be complete dependence, necessitating an actual check of the file in most instances anyway.
8. By block stamping the inside cover of a file and placing pencilled notations thereon there would be a tendency to render dirty the first page of the top serial of the file, particularly if the ink were not dry from the block stamp or if soft pencils or indelible pencils were used for making the notations.
9. It would require added clerical functions in carrying the information forward as new sections of a file were opened.

RECOMMENDATION: Mr. Clegg favored the transmission to the field in bulletin form the attached letter granting permission to do what is being done in many offices by permitting Agents to make legible pencilled notations as they might find convenient in voluminous and complicated files.

Messrs. Conroy, Hendon, and Scheidt were opposed to the original suggestion for the reasons stated and to the alternative suggestion because it presently is permissible and because any added instructions which might be transmitted to the field might tend to encourage unnecessary notations and further, being discretionary, it would cause a lack of uniformity among the various field offices with respect to the maintenance of these notations. It is further felt that many of the notations made at the discretion of the Agents would be confusing and illegible.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, unanimously opposed the use of any form on the back of the file cover for the purposes indicated and unanimously opposed the sending to the field of the proposed letter advising that it was permissive to make pencil notations on the back of the file since this would be one step toward the development of a form which was considered undesirable.

HHC/wl

THE DIRECTOR
THE JOINT COMMITTEE

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MARCH 27, 1946

SUGGESTION #19-B
EMPLOYEE: SAC H. B. FLETCHER
PHILADELPHIA FIELD DIVISION

Executive Conference

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That identification orders, wanted flyers and apprehension orders no longer be distributed to Special Agents and instead that these items be placed on field office bulletin boards for a period of one week.

ADVANTAGES:

1. Saving in the preparation and distribution of approximately 3,000 of each of these forms in each instance.
2. Many Agents are presently known to throw copies of this material in the wastebasket immediately after receipt.
3. Agents can adequately observe the identification orders and wanted notices if posted on the bulletin boards.
4. Due to the fact so many of the Agents in the field today are on specialized assignments and have no direct interest in the character of the case involved.
5. Many Agents now retain in chronological order material of this nature and the elimination of the suggestion would reduce the amount of red tape and detail in which Agents are engaged.
6. The manner in which Agents maintain this material in their desks has been a constant source of criticism during inspections. The adoption of this suggestion would remove this source of criticism.
7. Of the 40 IO's issued in 1946, 120,000 copies of all 40 have been distributed to Agents. It is seriously doubted that 25% of them have had any more than passing interest or have been retained longer than the time required to throw them in the wastebasket.

DISADVANTAGES:

1. Every Agent should have the opportunity to maintain and study copies of such material.
2. Rather frequently apprehensions of badly wanted fugitives who are subjects of identification orders are made as a result of a Special Agent's recognizing the fugitive.
3. Posting of identification orders, wanted flyers and apprehension orders on the office bulletin board would not be sufficient in so far as Resident Agents and road work Agents are concerned inasmuch as they might have very little occasion to be in the office during this period or might not be in the office at all.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

H. B. Fletcher
R. C. Hendon

RECORDED

INDEXED

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APR 17 1946

4. The suggestion was the policy during the war period and was changed at the specific request of a number of Agents and offices who wanted the the identification orders distributed again to all Special Agents.
5. It has been demonstrated that certain Agents in the Bureau's service possess so called "photographic" memories and by failure to furnish all Agents with this material the Bureau is depriving itself of the benefit of special abilities of these Agents which sometimes result in the apprehension of fugitives whose whereabouts are entirely unknown and thus this action would possibly result in failure to locate badly wanted fugitives.
6. In certain types of cases, it is most desirous that every Agent in the service be fully acquainted with the description and appearance of the fugitives involved and exceptions as to distribution of identification orders probably would have to be made from time to time if the suggestion were adopted.
7. This material is furnished to all regularly constituted law enforcement agencies throughout the country and Agents in the regular course of their duties have occasion to be in contact with these law enforcement agencies and possession of this material on their part enables them to answer inquiries and discuss the individuals concerned with the law enforcement agencies in their territory.
8. Even Agents handling specialized work, such as Communist cases, should have an interest maintained in the general work of the Bureau which may be achieved to some degree by the distribution of this fugitive material.
9. If this material is worth furnishing to local law enforcement agencies, it is worth furnishing to the Bureau's Agents.
10. It is administratively easier and more economical to have a simple distribution of the identification orders to all Agents, both from the standpoint of the field and the Seat of Government than to have a varied number of copies being sent to the field and a complicated set of rules as to what is to be done with them.
11. The apprehension of one or two fugitives as a result of such a distribution will pay for the cost of the distribution for an entire year.

RECOMMENDATION:

Mr. Hendon and Mr. Scheidt are opposed to this suggestion. Mr. Clegg and Mr. Conroy favor it, with the provision that a copy of each be sent to each Resident Agency and that there be in the field office available copies to any Agents who desire them.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, considered the above suggestion. Messrs. Tolson and Clegg favor identification orders being furnished to each resident agency, being placed on the bulletin board of the field office, and available copies in the Agent's room for those who desire them. Messrs. Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd and

McCabe recommended that these identification orders, wanted flyers and apprehension orders be distributed to all Special Agents as at present.

Laguerre
H.

Respectfully,
For the Conference

[Signature]

Clyde Tolson

[Signature]

H. A. Tamm

HRC/vl

[Signature]

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DATE 9/14/92 BY SP5CJ/bce April 4, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #19D

EMPLOYEE: MR. H. E. FLETCHER
PHILADELPHIA FIELD OFFICE

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That wanted notice files be discontinued. At the present time it is required that when a wanted notice for the arrest of an individual is placed with any law enforcement agency, a three by five card is to be filed in the wanted notice index. This index is periodically checked to insure that the wanted notices be canceled when the individual is no longer sought by the Bureau.

ADVANTAGES:

1. It would eliminate the clerical work necessary for the maintenance of this file.
2. A review of the investigative case file will reflect where and when wanted notices have been placed and canceled.
3. At the present time, it is not necessary for field offices to make wanted notice cards for wanted notices placed with the Bureau and the adoption of this suggestion would make the practice uniform whether the wanted notices be placed with the Bureau or with an outside agency.
4. This permits the abolition of an entire system within a field office which is difficult to maintain, requires frequent inspections and is rarely in perfect condition as shown by inspections and at best it is a double-check which automatically means that it is a file review of the first check to safeguard the Bureau's interests.
5. Although on numerous occasions, errors are found in connection with these cards, not a single case is known whereby the corrections made during the course of an inspection saved the Bureau from any embarrassment.

DISADVANTAGES:

1. The wanted notice card serves as a double-check to prevent a failure to cancel a wanted notice with an outside police agency.
2. It would be entirely too easy to miss the cancellation of a wanted notice if the only check was a review of the file and the failure to so cancel might lead to great embarrassment by false arrest charges.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

EX-30
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MEMORANDUM TO THE DIRECTOR

APRIL 4, 1946

3. In wanted notices placed in major cases in which several figures of a file are involved, it would be almost impossible to locate information concerning the filing of all the wanted notices with outside agencies in order that they might be canceled.
4. While wanted notice cards are not made upon ones placed with the Bureau, the problem is different. In such an instance the Bureau notifies the field office concerned of the location of an individual and at that time a check of the file would reflect whether the individual was wanted or not. On the other hand, if a notice is not canceled when placed with an outside agency, advice will not come to the Bureau until after that agency has acted upon the request of a field office for an apprehension.
5. The clerical work required to maintain this file is not great when compared to the extra assurance which it affords.
6. Frequently in field offices, during inspections, when a check of the wanted notice cards is made, there are reflected instances where wanted notices have not been canceled.

RECOMMENDATION: Messrs. Conroy, Scheidt and Clegg favorable that wanted notice files be discontinued.

Mr. Hendon recommends that the wanted notice file be discontinued and in its place a stamp be utilized on the back of the file cover reading "Wanted Notice Placed" followed by the serial number reflecting the placing of such a wanted notice with an outside agency. If not approved, Mr. Hendon is in favor of the continuance of the present wanted notice system.

EXECUTIVES' CONFERENCE ACTION.

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, unanimously recommended that the wanted notice files be continued as at present.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

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THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #25

EMPLOYEE: SAC H. H. KIMBALL
RICHMOND FIELD DIVISION

Executive Conference

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the requirement that the wanted notice file be reviewed every month by the Special Agent in Charge be changed to require such a review once each three or six months.

ADVANTAGES:

1. It would eliminate some work on the part of the field offices in checking closed files to determine whether the wanted notice was still outstanding.
2. It was pointed out by SAC Kimball that many of the wanted notices relate to cases which have been RUC'd and that to review these wanted notices once each month results in re-examining the same file on numerous occasions.

DISADVANTAGES:

1. The wanted notices should be kept up to date and a period of one month is not too often.
2. The present rule does not require that in each and every instance the file of a case which has been RUC'd be reviewed since the responsibility is upon the office of origin to advise the auxiliary offices when the wanted notice can be cancelled.
3. Less frequent review of the wanted notice file would possibly result in delay in cancelling wanted notices, particularly in those cases in which the office concerned is office of origin.

RECOMMENDATION:

Unanimously that the check of this file be kept on a monthly basis for so long as the file is maintained. In this regard it has been previously recommended by the Committee that the entire file be disposed of.

HHC:ER

RECORDED
EX-40

100-3354-4724
IF EB II

EXECUTIVES' CONFERENCE CONSIDERATION: The 22 executives' conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present on April 9, 1946, unanimously recommended that the wanted notice file be retained as at present and that it be checked monthly rather than quarterly or semi-annually.

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Carson
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Hendon
- Mr. Pennington
- Mr. Quinn
- Mr. Nease
- Miss Gandy

Respectfully,
For the Conference
Clyde Tolson
E. A. Tamm

cc: Mr. Clegg
Mr. Hendon

#323013
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HEREIN IS UNCLASSIFIED
DATE 7/14/92 BY SP5/BJC

THE DIRECTOR

MARCH 27, 1946

THE JOINT COMMITTEE

SUGGESTION #19-E

EMPLOYEE: SAC H. B. FLETCHER
PHILADELPHIA FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

It was pointed out that there is no present provision which places a specific responsibility on any specific office to obtain disposition of arrest records. The recommendation is that the office of prosecution be charged with this specific responsibility.

ADVANTAGES:

1. The office of prosecution prepares the summary report and this information will be needed in its preparation and is required for this purpose.
2. In many types of cases, such as motor theft and white slave, the initial arrest for the violation occurs in the district where the prosecution will take place; thus the office of prosecution will more than likely be the first office advised of the previous criminal record and of the missing dispositions of any previous record.
3. This information is needed by the United States Attorney who will first decide whether there is to be prosecution and who will next make use of such information in case prosecution is entertained. The office of prosecution has more approximate relationship with the United States Attorney than any other office.
4. The lapse of time in other offices submitting this information to the office of prosecution might result in adversely affecting the decision of the United States Attorney as to prosecution.
5. The office of prosecution is ordinarily the only office which has a need for information concerning dispositions of previous arrests and for any other office to send the disposition to the office of prosecution would in many instances require unnecessary correspondence since the disposition can be reported to the Bureau direct on a disposition sheet.
6. Prevents possible duplication in that two offices might at present request the same disposition inasmuch as the responsibility of securing it is not clearly fixed.
7. The alternative suggestion that dispositions be obtained by the office to which the criminal record is addressed is open to objection inasmuch as this office may already have RUC'd the case and, further, there may be some doubt as to which office the communication is addressed to since several offices may receive the identical criminal record.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED & INDEXED
76 APR 28 1946
EX - 30

66-2554-4725
18 18 1
30 APR 17 1946

DISADVANTAGES:

1. In order to prevent a time lapse it should be the responsibility of the office which first receives information as to any needed disposition of a previous record to obtain such records in order that there will be no delay.
2. The office of prosecution, according to all requirements, must receive copies of all reports and any report of dispositions automatically goes in every instance to the office of prosecution even when the disposition is not ascertained on the initiative of that office.
3. In the early stages of investigations, it is sometimes not known which office will be the office of prosecution and the adoption of this rule might, therefore, sometimes result in delay in securing dispositions.
4. It is the present rule of the Bureau that the "office of origin shall be the supervising office" and it will be the responsibility of the office of origin to see that this information is collected and recorded, and there shall be no exception to the already-established rule.
5. Of course, the office which submitted the fingerprints is the principal office to which the criminal record will be furnished and this is the office intended as the addressee office. The criminal record would be needed even in fugitive cases in order to aid in the removal of the subject or in the prosecution of the subject in the event he desires to enter a plea of guilty in the district where arrested. Under the new Rules of Criminal Procedure, the criminal may enter a plea of guilty wherever he is apprehended.

RECOMMENDATION:

Messrs. Conroy, Hendon, and Scheidt recommended favorably. Mr. Glegg recommends that the first office having information as to the need for a disposition immediately undertake to obtain that disposition. When the record is sent out to several offices by the Bureau and such record shows no dispositions, the office to which the original communication is addressed would be the logical one to obtain such information. All of this would be generally supervised in the field by the office of origin. Mr. Glegg favors this proposal.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Glegg being present, on April 9, 1946, unanimously recommended that the responsibility be placed with the office of prosecution.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC/wl

323013
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HEREIN IS UNCLASSIFIED
DATE 11/4/92 BY SP-5/BJE

THE DIRECTOR

MARCH 27, 1946

THE JOINT COMMITTEE

SUGGESTION #19-F

EMPLOYEE: SAC H. B. FLETCHER
PHILADELPHIA FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

Mr. H. H. Clegg
Mr. R. C. Hendon

Mr. E. E. Conroy
Mr. E. Scheidt

EMPLOYEE SUGGESTS:

That field offices be authorized to stamp all reports "file" when three copies of such reports are furnished to the Bureau except in instances where such reports contain statistical information or when the field supervisor believes that the matter should come to the attention of the supervisory staff at the Seat of Government. Apparently there is an intention here to indicate that where three copies of a report are furnished to the Bureau the cases do not include intelligence or security matters and relate for the most part to routine criminal matters.

ADVANTAGES:

1. Uniformity in Bureau's rule with correspondingly less difficulty in administering the rule in the field.
2. Reduction in the number of reports necessary for supervisors to examine at the Seat of Government.

DISADVANTAGES:

1. It would be delegating to the field supervisors a decision as to what the Bureau might be interested in on each and every occasion.
2. The present rule prohibits the stamping of reports "file" in certain classifications for the reason that the Bureau has a definite interest in all reports submitted in these classifications. If reports in all classifications could be stamped "file" it would be entirely up to the discretion of the field as to what the Seat of Government would see. This would include a modification of existing rules relative to stamping the reports "file" so as to include the following types of cases: Deserter - Harboring; Extortion; Illegal Wearing of Uniform; Impersonation; Kidnaping; National and Federal Firearms Act; Bribery of Selective Service Officials; Counselling, Aiding and Abetting Evasion of Selective Service; Conscientious Objectors, Selective Service; Conspiracy to Evade Selective Service Act; Recalcitrant Industry, Selective Service Act. It would also permit the stamping of a report "file" when the title of a fugitive subject is changed, fugitive reports, accounting reports, a report containing value to the Department and other agencies, a report made as a result of a request from

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

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INDEXED

50 APR 19 1946

EX-76

30 APR 17 1946

the Bureau, a report involving "rings" of violators, a report involving matters of national importance and wide public interest and summary reports, unless at the discretion of a field supervisor this was believed undesirable.

RECOMMENDATION: Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, considered the above suggestion and were unanimously unfavorable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC/wl

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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DATE 9/14/92 BY SP5/BCE

THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION 126-C

EMPLOYEE: SAC H. T. O'CONNOR
CLEVELAND FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That Bureau instructions requiring the quarterly review of bankruptcy dockets be modified to require annual checks of such dockets.

ADVANTAGES:

1. It would save the time of Special Agents which could be devoted to more productive activity.
2. Few changes occur on the dockets in a vast majority of the offices during a 3-month period.
3. In some offices the present requirement constitutes a great deal of effort and amounts to no consequence. For example, in the Charlotte Office it is necessary to check at approximately ten or twelve different places and these checks in the past have failed to obtain a single violation.
4. The referee in bankruptcies has the responsibility of reporting possible violations to the United States Attorney who in turn refers them to the Bureau which, in the ordinary course, is adequate assurance that the Bureau will receive violations.

DISADVANTAGES:

1. In some instances, it might be possible that there would be a delay in an office receiving a case for investigative attention. In bankruptcy cases, it is usually important that the investigation be commenced at an early stage before cancelled assets are disposed of and by lengthening the period of such checks to as much as a year it might result in making difficult or impossible the solution of cases which could have been successfully handled had they been discovered in a more frequent check of the dockets.

RECOMMENDATION:

Unanimously favorable.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference, Messrs. Tolson, Clegg, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, on April 9, 1946, considered the above suggestion and were unanimously favorable.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg
Mr. Hendon

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APR 18 1946

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APRIL 3, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #190

EMPLOYEE: MR. H. B. FLETCHER
PHILADELPHIA FIELD OFFICE

Executive Conference

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the requirement that mail cover cards be first filed geographically and then alphabetically be abolished and that instead they be filed alphabetically.

ADVANTAGES:

1. No purpose is served in having them filed geographically since the mail tracing can easily be identified upon receipt due to the fact that a very small number of such covers are placed at any one time in any office.
2. It would eliminate the necessity of preparing geographical guide cards.
3. It, in many instances, would be easier to locate the file to which the tracing relates if the cards were in alphabetical order.

DISADVANTAGES:

1. There is a theoretical disadvantage when the mail is somewhat illegible that the mail cover cards can be located more readily by means of the present method of filing geographically and then alphabetically.

RECOMMENDATION: Unanimously favorable that the mail cover cards be filed alphabetically.

EXECUTIVES' CONFERENCE ACTION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 9, 1946, considered the above suggestion and recommended unanimously favorable.

Respectfully,
For the Conference

EX-30
Clyde Tolson

E. A. Tamm

Tolson
E. A. Tamm
Clegg
Conroy
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Hendon
Pennington
Quinn-Tamm
Nease
Gandy

Mr. Clegg
Mr. Hendon

APR 18 1946

66-254-4728

THE DIRECTOR

April 12, 1946

THE EXECUTIVES' CONFERENCE

Sometime ago Mr. Luther Thomas, Vice-president of the Southern Railroad and President of the Railroad Special Agents' Association, advised the Bureau of many protests from railroads regarding thefts from interstate shipments. The protests were based largely on the fact that the railroads issued orders to all their employees to report any loss, thefts, or shortages directly to their superiors on the railroad. Many times a shortage is due to delay in transportation and not a theft at all. Goods arrive as part of a subsequent shipment. The Bureau circular distributed to railroad companies and employees suggests that it be posted in freight depots and warehouses and it gives instructions for reporting to the FBI which is contrary to the railroad's orders to its employees. Based upon Mr. Thomas' observation, the Bureau decided not to issue any more of these circulars from Washington and that any future circularization of this type would first be discussed with Mr. Thomas in order to work out any objectionable features.

we should find out reasons for delay - YLH:RS sb N
Mr. Thomas has called again advising that as recently as March 8, the Cleveland Office distributed these circulars by circular letter up and down the Erie Railroad. He had about 12 or 15 protests from railroad special agents in charge dating from March 8 back to October, 1945. He thought the Bureau might want to look into this continued distribution.

The Executives' Conference on April 2, 1946, those present being Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Harbo, Ladd, Mumford, Rosen, and Clegg recommended SAC's be instructed not to distribute any more of these circulars railroad companies and limit any future distribution to bus and trucking establishments.

If this is approved, there is attached hereto an SAC Letter accordingly.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Attachment
CC: Mr. Hendon
Mr. Clegg

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DATE 9/14/92 BY sp5/cj/bca

E. A. Tamm

EX - 30

RECORDED & INDEXED

50 APR 19 1946

HHC:rs

16-2554-4729
28 APR 17 1946

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DATE 9/14/92 BY SP5/BCE

April 5, 1946

THE DIRECTOR

THE EXECUTIVE CONFERENCE

RE: JEWEL THIEVES AND CONFIDENCE MEN
NATIONAL SECURITY ACT

The Conference considered the suggestion recommending that a master album be prepared for every field division containing key figure jewel thieves and confidence men.

This recommendation was made in order to assist the Bureau Field Divisions in the prompt identification and vigorous investigation of jewel thieves and confidence men.

A bulletin is attached hereto pointing out the procedure to be followed: (1) Preparation of an album of key figure jewel thieves and confidence men. (2) Necessity for this album. (3) Purpose of the album. (4) Sources of information. (5) Maintenance and assimilation of the entire procedure, and the mechanics and instructions in handling the assignment in each field office.

After the information is obtained, within a period of thirty days after the receipt of instructions, the Bureau will prepare a limited master album containing 20 or 30 of the outstanding individuals in the aforementioned criminal specialties. Of course, the local offices will be able to supplement this information with local non-key figure jewel thieves and confidence men so that there will be a readily available source of information with reference to this type of activity.

Those in attendance at the Conference were Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, McGuire, Mumford, Hince, Ladd and Rosen. The Conference was of the unanimous opinion that these instructions should be carried forward.

Respectfully,

For the Conference

Clyde Tolson, Chairman

E. A. Tamm

Attachment
cc - Mr. Hendon
Mr. Clegg

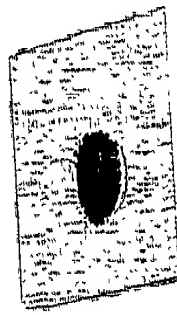
Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

70 APR 18 1946

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13
APR 26 1946

EX-18



TELETYPE

APR 11 1946

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

#323013
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DATE 9/14/92 BY *SP-6/bee*

Executive Conference

FBI WASHINGTON D C

4-11-46

8-03 P M

DB

SAC

ALBANY

U R G E N T

REURTEL APRIL EIGHTH SCHOOL OF LAW ENFORCEMENT ADMINISTRATION REGARDING
AUTHORIZATION TO PURCHASE IDENTIFICATION BADGES AMOUNT OF THIRTY DOLLARS

BUREAU CANNOT APPROVE PURCHASE AS REQUESTED.

*Ex. Conf. consisting of Messrs.
Tolson, Rosen, Ladd, Nichols,
Harbo, Tracy, & Glavin,
agreed on above.*
OK FBI AL TGC 4-11-46

RECORDED

HOOVER
166-2554-4731
F B I
48 APR 16 1946

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1-47 35-18

THE DIRECTOR

THE EXECUTIVE CONFERENCE

4/9/46

pc
The Executive Conference, consisting of Messrs. Tolson, E. A. Tamm, Ladd, Clegg, Glavin, Harbo, Hendon and Tracy on April 9, 1946, considered a suggestion that the Recording Section of the Identification Division prepare an additional copy of the form letter returning criminal fingerprints in order that the locate clerks in the Identification Division will have some place to definitely ascertain if a fingerprint which cannot be found has in fact been returned to the contributor.

This suggestion superseded a prior suggestion that the Recording Section keep an alphabetical file of all return prints. For the Director's information, there are approximately 200 criminal prints returned daily because they cannot be classified properly. There are approximately 2,400 noncriminal prints returned daily.

The Conference was unanimously of the opinion the records should be kept for a trial period on the criminal prints only, inasmuch as there would be very little additional work involved and if the benefits derived are justified, this additional record would be continued.

OK
P
Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg *SC*
Mr. Coffey *db*
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

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139
MAY 1 1946
337

SAC, HOUSTON

APRIL 12, 1946

John Edgar Hoover, Director
Federal Bureau of Investigation
Working Hours

Reference is made to your telephonic inquiry as to whether the Bureau would approve amending the hours of the Houston Office from its present hours, 8:00 A. M. to 12:00 Midnight, to 8:30 A. M. to 12:00 Midnight.

In view of the fact that the hours of the field for those offices in the continental United States that are not open twenty hours are from 8:00 A. M. to 12:00 Midnight, the Bureau feels it would be highly undesirable to make an exception in the case of the Houston Office having the hours there from 8:30 a. m. to 12:00 Midnight. In view of this fact you are hereby instructed to continue the hours of the Houston Office at the present time, that is from 8:00 A. M. to 12:00 Midnight.

The Executive Conference of April 9, 1946, consisting of Messrs. Tolson, McCabe (Rosen), Harbo, Hendon, Tracy, Clegg, Eadd, Tamm and Glavin, concurred in the recommendation that the foregoing communication be forwarded to the Houston Office.

WRG:PC
Communications Section
4/12/46

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DATE 9/14/92 BY SP5C/bce

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EX-14

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48 APR 18 1946

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DATE 9/14/92 BY SP5/BCE

THE DIRECTOR

APRIL 3, 1946

THE JOINT COMMITTEE

SUGGESTION #26-A

EMPLOYEE: SAC H. T. O'CONNOR
CLEVELAND FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

H. H. Clegg
R. G. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That Special Agents in Charge no longer report to the Bureau by teletype the arrival of an employee transferred on general assignment but that this information be contained on the daily list of absences which is transmitted to the Bureau.

ADVANTAGES:

1. It would reduce communication expense.
2. The daily list of absences should furnish the information sufficiently prompt for the usual Bureau needs.
3. It would dispense with the special handling now required at the Seat of Government to record the information from the teletype communications.
4. It would reduce administrative detail in the field office inasmuch as the furnishing of this type of information could be handled at the same time the daily report of absences is prepared.

DISADVANTAGES:

1. It is often important for the Bureau to know when the Agent has arrived at his new office of assignment, and this information cannot be received expeditiously enough through the daily list of absences.
2. For a period the Bureau depended upon the recording of such information on a daily list of absences which proved to be unsatisfactory due to errors in recording the information on this form and in the delay which necessarily arises in the receipt of the list from the offices distant from Washington.
3. At no time would the Bureau be in possession of current up-to-date information relative to the arrival of Agents inasmuch as the daily list of absences is not prepared until the following day, and it requires still additional time for the daily list of absences to reach the Bureau through the mail.
4. Experience in the past has shown that when the information as to arrival was not reported by teletype it was often necessary for the Bureau to send out special requests by telephone or teletype for such information. The expense of furnishing the information by teletype is not as considerable as you might suppose inasmuch as these teletype messages are short and can ordinarily be sent to the Bureau at the same time other messages are transmitted by the field offices.

EX-40

66-2554-4734

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Unanimously unfavorable.

APR 22 1946

Mr. Hendon

EXECUTIVES' CONFERENCE ACTION:

The Executives' Conference, Messrs. Tolson, Glavin, Tracy, Harbo, E. A. Tamm, Hendon, Nichols, Ladd, McCabe and Clegg being present, April 9, 1946, considered the above suggestion and were unanimously unfavorable since the amount of time required to receive the data at Washington by the list of absences would be too great to serve the purpose for which this information is desired.

Respectfully,
For the Conference

✓
Clyde Tolson

EAT
E. A. Tamm

OS H
HHC/wl
gph

LBN:arl

The Director

April 2, 1946

The Executives Conference

The Executives Conference consisting of Messrs. Tolson, Glavin, Tracy, Hendon, Harbo, Clegg, Rosen and Nichols considered the matter of issuing the Spanish translation of the Story of the FBI.

It will be recalled that Capitan Colon Alfaro was asked to review it, after complaint had been received that it was not written in the idioms of the country. He has now submitted his report, however, his translation is not satisfactory. As an illustration, he uses the Spanish name for the Federal Bureau of Investigation. We would not want this to occur. He uses a plural verb when a singular verb is indicated. It would be necessary to take all of his changes and correct the syntax, case and grammatical construction. 5,000 of these have already been run off and are awaiting the final report of the translation.

The Conference was unanimous, in view of the difficulties involved and the impossibility of using idioms, colloquialisms, and variations of the Spanish existing in the 22 Latin American republics, that we forthwith abandon this entire project; coupled with the further fact that Mr. Renneberger's Section is swamped with work now and it is not known when we could get this out.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC-Mr. Hendon
Mr. Clegg

RECORDED

166-2554-4735
F B I
55 APR 18 1946

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

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DATE 9/14/92 BY sps/r/b/c

THE DIRECTOR

April 12, 1946

THE EXECUTIVE CONFERENCE

On April 11, 1946, the Executive Conference, consisting of Messrs. Tolson, Rosen, Ladd, Nichols, Harbo, Tracy, and Glavin considered the desirability of having a member of the Attorney General's Meritorious Promotion Committee.

For the Director's information, under the Reformation Promotion Act, Meritorious Promotions can be granted under certain circumstances. The Civil Service Commission has been designated by the President as the agency to set up regulations pertaining to meritorious promotions and final passing on the promotion granted prior to making the regular annual reports of such promotions of Congress under the existing law.

At the present time all meritorious promotions recommended by any division of the Department of Justice are first sent over to the Civil Service Commission and passed on there before the promotion is granted. This procedure takes from three to four weeks.

Under Civil Service regulations the various departments and individual establishments of the Government have been permitted to set up Meritorious Promotion Committees to pass promotions and to grant such promotions. The action is then forwarded to the Civil Service Commission for post-audit. If the Commission does not agree then further justification must be submitted or the promotion will be rescinded.

The Department of Justice is setting up such a committee at this time. The Conference was advised that Don Cook of the Attorney General's staff recommended to the Attorney General that the members of the Meritorious Committee of the Department of Justice consist of one member of the FBI; one member of the Immigration and Naturalization Service; one attorney from the Department and one clerical employee.

Glavin pointed out that up to the present time, he as the designated chairman of the Bureau's Meritorious Promotion Committee has been certified to approve meritorious promotions and under the plan which will go into effect in the Department this procedure will be continued. However, instead of being sent to the Civil Service Commission for final action it will be sent to the Departmental Committee.

The Conference feels that the Bureau should be represented on the Department Committee and if the Director approves, the Department will be so advised.

Respectfully submitted,
FOR THE CONFERENCE

Clyde Tolson
E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

52 APR 22 1946

COPY: FC

OFFICE OF THE UNITED STATES GOVERNMENT

TO : MR. R. T. HARBO

DATE: APRIL 2, 1946

FROM : I. W. CONRAD

SUBJECT: RECENT RADIO DEVELOPMENTS
POSSIBLE TESTS OF DETAIL IN NAVY RADAR EQUIPMENT

In connection with our current project to contact the Army and Navy for all available information concerning radio equipment which might have application directly or indirectly to the work of the Bureau, Lt. Commander White of the Navy Bureau of Ships called Mr. Swartz as a result of conversations had with him some time ago.

Lt. Commander White suggested that if the Bureau would formally request the Navy to work on a project aimed at increased definition of airborne radar equipment so that it could be used by us in fugitive searches over wide-open spaces, he would then be able to get men assigned to him and could take constructive steps toward improving present equipment so that it might have some application to the work of the Bureau.

This would amount to a special request of the Navy for them to carry on research and development work for us. It does not appear that such a project should be requested at this time since we have as yet not determined whether present airborne radar equipment would be satisfactory for night-time search of large desolate areas in connection with fugitive investigations.

ACTION

Unless advised to the contrary, Lt. Commander White will be advised that the Bureau representatives still desire to personally observe the present available radar (PPI) equipment and do not desire to make a formal request for development work at this time. Lt. Commander White will be requested to advise of the steps which are necessary to obtain a practical demonstration of present equipment.

APPROVED on 4/4/46 by Executive Conference. Present - Messrs. Tolson, Glavin, Tracy, Nichols, Hendon, Clegg, Ladd, Mumford, Rosen, and Harbo.

RVS:PJD
80-657

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/14/92 BY [signature]

RECORDED
&
INDEXED
61

4737
F B I
61 APR 22 1946

EX-30

ORIGINAL COPY FILED IN

THE DIRECTOR

April 19, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of April 18, 1946 consisting of Messrs. Tolson, E. A. Tamm, Rosen, Ladd, Hince, Harbo, Nichols, Tracy and Glavin considered a suggestion submitted by the Special Agent in Charge at Houston, Texas concerning Bureau automobiles. The Special Agent in Charge at Houston stated that Special Agent John V. Murphy assigned to the Houston Office, had disconnected the dome lights which light the car when the car doors are opened. Agent Murphy pointed out that this appears to be undesirable especially when the car is being utilized for night surveillances. The Agent in Charge felt that this was a good observation and that the automatic switches on the Bureau automobiles in the Houston Division are being rendered inoperative inasmuch as the manual switch on the side of the frame may still be used to turn the dome light on and off. Special Agent in Charge Willis felt that the Bureau might wish to consider advising other Field Offices concerning this particular matter.

It was pointed out in the Conference that this particular problem has been handled in the various Field Offices and it is not felt that it would be necessary to circularize the Field concerning it at the present time. Should the Director agree, no communication will go forward to the Field at this particular time. There is attached hereto a communication addressed to the Special Agent in Charge of the Houston Office expressing the Bureau's appreciation at the interest shown through the submission of this suggestion. Subject to the Director's approval this communication should go forward as addressed.

Respectfully submitted,
FOR THE CONFERENCE

#3230 13
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY *gys/bce*

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Hendon
Mr. Clegg

285

APR 25 1946

EX-8

RECORDED
&
INDEXED

166-2554-4738
36 APR 22 1946

THE DIRECTOR

April 19, 1946

THE EXECUTIVE CONFERENCE

The Executive Conference of April 17, 1946 consisting of Messrs. Tolson, Rosen, Mumford, Clegg, Nichols, Hendon, Harbo, Tracy and Glavin approved the preparation of a Bureau Bulletin to all investigative personnel in the Field concerning the transmittal of expense accounts. For the Director's information it is being suggested that in connection with Agents' expense accounts that we request that these accounts be transmitted by the fifth of the month succeeding the month during which the expenditures were incurred, rather than the tenth of the month, which is the present regulation. This will permit the Agents to have their accounts more expeditiously handled both in the Bureau and the Division of Accounts in the Department.

It was also suggested that the transmittal of regular contract accounts and transportation vouchers be expedited.

Should the Director approve, the attached Bulletin should go forward.

Respectfully submitted,
FOR THE CONFERENCE

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/19/92 BY SP5CJ/6C

Clyde Tolson

E. A. Tamm

RECORDED
&
INDEXED

166-25-4739
F B I
37 APR 22 1946

cc: Mr. Hendon
Mr. Clegg

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

WRG:et

50 APR 24 1946

JANUARY 30, 1946

BACKGROUND:

The Cleveland Field Office has forwarded the following information:

Mr. Norman Morott of the General Electric Company in Syracuse made an examination of Car #59, a 1942 Dodge and one of the cars with which difficulty has been experienced. At that time he stated that while there were minor misadjustments, these probably came from the bouncing of the car while in motion and were not due to misadjustment on the part of the radio service. He stated that the equipment was performing in a satisfactory manner but he would like to make the following suggestions in lieu of a personal contact with Mr. Conrad of the Radio Section, with whom he stated he was acquainted:

- (1) "All FM equipment presently in use by the Bureau should be given a monthly inspection by the local contract radio service in each field division, since the constant movement of the equipment could tend to throw minor adjustments out of line, thus causing the transmitter and receiver to operate inefficiently.
- (2) "The antennas presently in use throughout the field appeared to be somewhat light, and he had noted that in most instances that there was a poor connection between the various sections of the antenna on each car. He was also of the belief that the antennas presently in use were of a somewhat small diameter. He stated that at the high frequencies employed by the Bureau it was his experience that a larger diameter antenna radiated more efficiently."

The larger antenna which was mentioned later in the reference has been purchased by the Bureau and is currently being used in replacement requests. It is not believed to be sufficiently justify immediate overall replacement.

RECORDED

66-2554-474

FBI

48 APR 19 1948

ALL INFORMATION CONTAINED
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DATE 7/15/92 BY *[signature]*

ORIGINAL FILED IN

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Coffey.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Tracy.....
Mr. Carson.....
Mr. Egan.....
Mr. Hendon.....
Mr. Pennington.....
Mr. Quinn Tamm.....
Mr. Nease.....

ENCLOSURE

2
EX

136

Memorandum for Mr. Harbo

The Manual of Rules and Regulations reads as follows in connection with the present radio equipment:

- 6L. (7) "All firearms and electrical equipment in field offices shall be inspected personally by the Special Agent in Charge, or in his absence the Acting Special Agent in Charge, semi-monthly. All such equipment shall be kept ready for instant emergency use at all times.
- (8) "All Bureau automobiles shall be inspected personally by the Special Agent in Charge, or in his absence the Acting Special Agent in Charge once each month."

DISCUSSION:

The first point of Mr. Morott's recommendation has weight in view of the human factor since all mobile radio equipment is so constructed that lock nuts or tension springs prevent maladjustment due to jarring but they must, in many cases, be snapped or tightened by the repairman. The equipment is properly constructed in this regard but the human element exists.

The second point of the recommendation concerning larger diameter antennas is covered above and the poor electrical contact at antenna joints will, to some degree, be eliminated by the gradual replacement of wartime antennas by postwar antennas of higher quality. The inspection of the antennas would possibly result in their replacement before faulty connections resulted in damage to the radio transmitter.

In both of the suggested points, the matter of having the equipment available and in operating condition in so far as possible should be a major consideration.

Monthly inspections by the Special Agent in Charge and by the radio repair contractor would result in first the assurance of the Special Agent in Charge that the radio equipment is in satisfactory operating condition for any emergency which might arise and secondly the closer maintenance of the radio equipment by the radio contractor so that the failure of the radios might be quickly ascertained so that appropriate steps can be taken or in many cases, the failure of equipment might be prevented resulting in a more nearly continual operating condition of the two-way radio cars.

The amount of time which would be involved in making a specific check to determine the operating condition of the cars and the possible argument that increased repair costs might result can be easily outweighed by the greater assurance of satisfactory operation of the radio equipment and also by the probability that inspection by the repairman will prevent many failures of the radios.

Memo to Mr. Harbo dated Feb 1, 1946 Re Radio Equipment Inspection
Manual of Rules and Regulations

Memorandum For Mr. Harbo

RECOMMENDATION:

In accordance with your instructions, in lieu of a regular periodic inspection by a radio technician, it is therefore recommended that the Manual of Rules and Regulations be changed as reflected on the attached sheet to require such technical inspection only when the Special Agent in Charge feels it necessary.

Attachments

ADDENDUM: 3-22-46 I have mentioned this matter to several In-Service classes in order to get their views in the frequency of maintenance work necessary on the radio equipped cars. The attached proposed manual change has been prepared by Mr. Conrad based on the information obtained. Substantially the comments of the In-Service classes reflect that the frequency of maintenance varies widely with the type of automobile and whether it is used in metropolitan areas or mountains of the West. Therefore, rather than requiring a fixed period, the SAC is required to have inspections by radio men as necessary.

DJP

Addendum: On March 28, 1946, the Conference composed of Messrs. Tolson, Tracy, Hendon, Clegg, Ladd, Mumford, Rosen, and Harbo, felt that no action should be taken on Mr. Conrad's recommendation. It was felt that the present Manual provision covers the periodic inspection of electrical equipment which should obviously be interpreted to include radio equipment. It was also felt that the Manual requirement that automobiles be regularly inspected by the SAC is adequate and presently carries with it the responsibility of checking the two-way radio equipment and other mobile radio equipment to see that it is functioning satisfactorily.

RTH

yellow copy
Jed.
#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP-6/bk/bb

2554 - 4740

Typed March 19, 1946

PROPOSED CHANGE IN MANUAL
OF RULES AND REGULATIONS

61. APPEARANCE AND MAINTENANCE OF OFFICES

- (7) All firearms, radio and electrical equipment in field offices shall be inspected personally by the Special Agent in Charge, or in his absence the Acting Special Agent in Charge, semi-monthly. All such equipment shall be kept ready for instant emergency use at all times.
- (8) All Bureau automobiles shall be inspected personally by the Special Agent in Charge or in his absence the Acting Special Agent in Charge once each month. This inspection must include proper operation of the two-way radio equipment and must be followed by an inspection of the two-way radio car by the radio contract repairman where in the opinion of the Special Agent in Charge such technical inspection is indicated by failure of the two-way radio equipment to perform properly.

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 2/11/92 BY SP-5C/Bre

JWS

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RWS:IWC:PJD

66-2554-4740
ENCLOSURE

COPY:FC

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 02-01-2011

Mr. Frederick B. Lyon
Chief
Division of Foreign Activity Correlation
Department of State

Chief of Naval Intelligence
Navy Department
Washington, D. C.

Assistant Chief of Staff, G-2
War Department
Washington, D. C.
Attention: Reading Panel
Military Intelligence Service

Dear Sir:

For your information, I am attaching hereto a communication
which may be of interest to you.

Very truly yours,

(Printed signature)
John Edgar Hoover
Director

Evaluation:

Received from reliable and
confidential source
From confidential source
previously found reliable
Not verified by investigation

Available to Embassy in
country of origin

Approved by Executives Conference, 4/11/46
with Messrs. Tolson, Glavin, Tracy, Harbo,
Nichols, Rosen, and Ladd attending.

DML

Attachement

~~CONFIDENTIAL~~

66-2554-4741
FBI
48 APR 17 1946

52 MAY 6 1946

Classified by 9/16/92/3230/3
Declassify on: OADR

INITIALS ON ORIGINAL

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

ORIGINAL FILED IN 66-2554-4741

(Typed April 1, 1946)
April 9, 1946

Form letter sent to 135 Police departments in cities under 25,000 who forwarded Returns B and C in previous years but who have not sent in the 1945 returns.

My dear Chief:

In reviewing our records it is noted that Annual Returns B and C have not as yet been received from your department for 1945. Inasmuch as these reports were received from your department in previous years, it is thought you will desire to have our records complete in this regard.

Accordingly, I am enclosing additional forms for your convenience in preparing these reports. Your cooperation in having appropriate entries made thereon and returning them to the Bureau will indeed be appreciated. If you have any problems in connection with the preparation with these reports or other matters pertaining to uniform crime reporting, we will be glad to be of all possible help.

Sincerely yours,

John Edgar Hoover
Director

Enclosures

MFR:mm

Apprived by the Executives Conference 4-2-46 consisting of Messrs. Tolson, Glavin, McGuire, Tracy, Harbo, Rosen, Hendon, Hince, Ladd, and Mumford.

COMMUNICATIONS SECTION

APR 9, 1946

CRIM STAMP
ON ORIGINAL

323013
ALL INFORMATION CONTAINED
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DATE 7/15/92 BY SP2/KRE

RECORDED

66-2554-4742
FBI
55 APR 22 1946

337, 1946

ORIGINAL COPY FILED IN 66-2554-4742

THE DIRECTOR

April 19, 1946

THE EXECUTIVES CONFERENCE

RADIO CALL PROCEDURE

On April 18, 1946, the Executives Conference considered the procedure used by the San Antonio office in contacting Agents via radio, which is not in strict accordance with existing Bureau rule. The Bureau rule requires that the dashboard compartment of each radio equipped automobile contain a card bearing the radio frequencies and the major police radio stations in the field office district and that the card also reflect the radio call number assigned to the car.

The San Antonio office has for some time employed a system whereby each Agent has a radio call number. The Special Agent in Charge is designated J300, the Assistant Special Agent in Charge J301, and other Agents in a continuation of this sequence. SAC Acers points out that this system is well known throughout the San Antonio territory and has a definite advantage. He points out that an Agent can be called even though he is in a sheriff's office, a State Department of Public Safety automobile under special circumstances, or in any other point which can be reached through the police radio system. In Texas the State Department of Public Safety has an especially good radio coverage and the Bureau automobiles are in some instances furnished with special radio equipment which enables them to maintain radio communication with the State Department of Public Safety.

The Conference composed of Messrs. Tolson, Glavin, Tracy, E. A. Tamm, Nichols, Hince, Rosen and Harbo were unanimously in favor of the following proposals:

- (1) That no change be made in the general Bureau rule.
- (2) That the San Antonio office be authorized to continue its present procedure in addition to complying with general Bureau regulations.

A letter addressed to Mr. Acers in accordance with the foregoing is attached.

Attachment

Respectfully,
For the Conference

RECORDED
Clyde Tolson
INDEXED

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 11/19/92 BY [signature]

April 12, 1946

MR. HARBO

Re: Disposition of .45 Caliber Colt
Automatic Pistol, serial #201491.
(Bureau File #91-1003)

The above referred to weapon is the weapon recovered from Joseph Edward Earlywine at the scene of the shooting of Agent W. R. Ramsey, Jr. on May 23, 1938. A review of the file reflects that all other ammunition exhibits recovered during the investigation of this case have been disposed of.

Inasmuch as this particular weapon has no value insofar as the Reference Collection of Firearms is concerned, it is requested that authority be granted for its permanent disposition. In the event permanent disposition cannot be authorized, it is requested that I be advised concerning the proper retention of this exhibit.

MEW:ABO

T. F. Baughman

Addendum: By decision of the Executive Conference on 4-16-46 the above
4-17-46 weapon has been placed in the Museum File.

TEB.

cc-Museum File

RECORDED

66-2554-4744
F B I
55 APR 23 1946

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DATE 9/15/92 BY SPICER

52 MAY 14 1946

INITIALS ON ORIGINAL

ORIGINAL COPY FILED IN 91-1003-1

COPY:FC

SAC, Charlotte

April 12, 1946

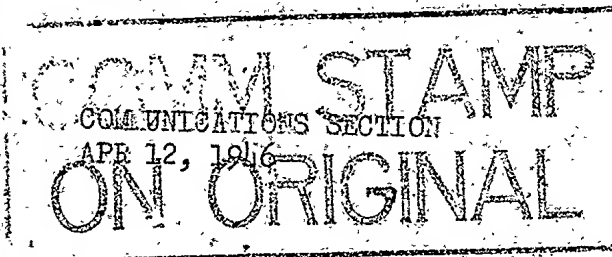
John Edgar Hoover, Director
Federal Bureau of Investigation

Reference is made to your communication of April 3, 1946, wherein you furnished the Bureau with detailed information concerning your request for $4\frac{1}{2}$ x $7\frac{1}{2}$ inch loose-leaf notebook binders.

The Bureau does not have a supply of such binders on hand at the present time and due to the very limited funds available in our current appropriation it will not be possible for the Bureau to purchase such binders during the present fiscal year.

The Executive Conference of April 9, 1946, consisting of Messrs. Tolson, Tamm, McCabe (Rosen), Ladd, Clegg, Hendon, Harbo, Tracy, and Glavin, concurred that the San Antonio Office be so advised.

WRG:PC



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DATE 8/1/82 BY SP-7/PC

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66-2554 4745
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55 APR 23 1946

EX-21

57 MAY 8 - 1946

ORIGINAL COPY FILED IN 66-16

MR. R. T. HARBO

I. W. CONRAD

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/10/92 BY SP5C/BCE

APRIL 3, 1946

~~RECENT RADIO DEVELOPMENTS~~

NAVAL COMMUNICATIONS INTELLIGENCE VIST

Executive Conference

On April 2, 1946, Messrs. Swartz and Arnold of this Section went to the Naval Communications Intelligence to discuss the general topic of ~~facsimile~~ with the Navy's experts. Several hours of discussion was had with a Mr. J. A. Krcek who seemed to be well versed on the subject and acquainted with most of the commercial processes. While no actual equipment was available there for demonstration, he had specimens of received copy along with the originals from which the transmissions were made.

Basically, the facsimile systems might be broken down into those which employ photographic paper or film as a recording medium and, as a second category, those which employ a sensitized paper for direct recording without requiring further development. The best results are naturally obtained with the former type principally because of the length of the tone scale possible with the photographic process as compared to the other varieties. Among those companies which are manufacturing equipment for use with the photographic process are:

Acme Telephoto Company
1200 West Third Street
Cleveland, Ohio

Times Telephoto (a subsidiary of the New York Times)
Times Building
New York, New York

These two companies have been foremost in manufacturing equipment for the specific application of transmitting and receiving news photographs. Other companies manufacturing equipment, some of them working under licenses arrangements and some of them doing original work, are:

Associated Press
Western Electric
Western Union

Alden Products Company
Radio Inventions, Inc.
Finch Telecommunications Company

It was indicated that a great deal of the original research and development has been contributed by Radio Inventions, Incorporated, and that that company holds patents on the best direct printing process paper.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

INDEXED

66-2554-4746
F B I
48 APR 15 1946

EX-211

ORIGINAL FILED IN 62-32758-146

Memorandum for Mr. Harbo

In answer to the question as to what would be the best direct printing equipment to buy, Mr. Kreck indicated that Times Telephoto had a machine which could be used with direct printing paper and that their machine was about as satisfactory as any of them.

Most of the present equipment operates with from 96 to 120 lines per inch but some equipment operates with 200 or 300 scanning lines per inch, consequently giving more detail in the picture. Associated Press has manufactured two machines capable of 300 lines-per-inch transmission and reception and both of these are in the Signal Corps' Laboratory at Ft. Monmouth, New Jersey. One photograph transmitted on this machine was exhibited and, to the naked eye, appeared fully as good as any regular photograph. In general, however, little is gained by increasing the number of scanning lines per inch above 150 to 200.

Mr. Kreck stated that the News Services were satisfied with a picture suitable for reproduction in newspapers and consequently were not striving for perfection and very few applications at present exist which do not fall into this category. The degree of perfection required by the Bureau for the transmission of fingerprints was pointed out and inquiry made as to whether any equipment was presently available which would reproduce them with sufficient degree of accuracy for identification purposes. Mr. Kreck felt that some of the photographic processes might be satisfactory but did not feel that any of the direct printing processes would give a degree of perfection necessary for a positive identification. However, he did feel that the better direct printing processes would be suitable for at least tentative identifications.

One new method of facsimile was explained. This was developed by Western Union and consists of a stylus attached to a crystal. The crystal, vibrating in a frequency of 2400 cycles per second, with an amplitude which is dependent upon the relative intensity of the light reflected from the picture at the transmitting end in a given instance pricks a small hole in a stencil. The eventual result is a stencil with small pin pricks in it, the depth of the pin pricks at any point being proportional to the darkness of the transmitted picture at that particular point. The stencil can then be used to reproduce a number of copies of the transmitted object.

Mr. Kreck exhibited two color pictures which had been transmitted by facsimile, the process was, of course, that three separate negatives were transmitted individually and received from which the usual wash-off relief process was followed to reproduce the picture. The results were amazingly good. While the absolute accuracy may have been disturbed somewhat in the process of making the photograph, the actual result was a more pleasing picture than if a single black and white photograph had been transmitted, due to the impossibility of obtaining a perfect match between the three negatives during the process of printing.

12

Memorandum for Mr. Harbo

RECOMMENDATION

In order to determine what results can be obtained with this equipment for transmission of fingerprints, unless you advise to the contrary, an attempt will be made to arrange for a fingerprint card to be furnished to Mr. Krcek with a request for transmission and reception of it over the Navy's equipment.

APPROVED BY EXEC CONF ON APRIL 5 1946 composed of

Messrs Tolson

Glavin

Hendon

Tracy

Nichols

Hince

Ladd

Mumford

Rosen

Harbo

3/1/46

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DATE 9/15/92 BY SP522

ORIGINAL FILED TO 62-23951-5337 OK

ORIGINAL FILED

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4. Such service would be of assistance to private detective agencies such as Burns' and Pinkerton's and probably it is more their job to publish such information in view of the nature of their work in protecting commercial establishments on a national basis.

INT 4325

66-2554-

79 MAR 25 1946

INITIALS ON OFFICIAL - 3

MEMORANDUM FOR THE DIRECTOR

March 1, 1946

The Conference unanimously recommends against the suggestion and if you approve there is attached hereto a letter to the Special Agent in Charge at Cincinnati in order that he may advise Chief Weatherly and National Academy Graduate Stanley Schrotel of the Bureau's decision.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

SAC, New York

April 12, 1946

John Edgar Hoover, Director
Federal Bureau of Investigation

W
*Linguaphone Records

Reference is made to your communication of March 26, 1946, wherein you requested advice as to whether the Bureau could supply the Translation Unit of the New York Office with a set of linguaphone records in German for study of the Translators.

The Bureau at the present time does not have available a set of such records and due to limited funds available in the Bureau's present appropriation such a purchase cannot be made at this time.

0
The Executive Conference of April 9, 1946, consisting of Messrs. Tolson, Tamm, McCabe (Rosen), Ladd, Clegg, Hendon, Harbo, Tracy and Glavin, concurred that the New York Office be so advised.

COMMUNICATIONS SECTION
APR 12, 1946

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY gjs/cbe

RECORDED

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66-2554-4748
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MAR 25 1946

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MAY 6 - 1946

a
ORIGINAL FILED IN 66-27-12074

THE DIRECTOR

4/19/46

EXECUTIVES' CONFERENCE

32nd NATIONAL ACADEMY GRADUATION

The Executives Conference, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, E. A. Tamm, Mumford, Rosen, Nichols and Clegg being present, on 4/17 suggested the following in the order named for consideration as speakers at the next FBI NA Graduation. Two would be selected:

1. Mr. Herbert Hoover
2. Senator Styles Bridges, New Hampshire
3. Senator Leverett Saltonstall, Massachusetts
4. Cardinal Spellman
5. President and Publisher of the New York Times, Arthur H. Sulzberger.

*A, if we should
try not to have two
Senators or
same program*

Respectfully,
FOR THE CONFERENCE

Glyde Tolson

E. A. Tamm

hho:hd

CC - Mr. Clegg
Mr. Hendon

323013
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DATE 9/1/83 BY *gsp/bic*

RECORDED

INDEXED

73

EX-15

Tolson	
E. A. Tamm	
Clegg	
Glavin	
Ladd	
Nichols	
Rosen	
Tracy	
Harbo	
Hendon	
Mumford	
Quinn Tamm	
Nease	
Gandy	

51 APR 26 1946

66-2554-4749

323013
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DATE 9/15/92 BY SP5 BT/bce

THE DIRECTOR

4/15/46

THE EXECUTIVE CONFERENCE

SUGGESTION NATIONAL MOTOR VEHICLE THEFT ACT VIOLATIONS
SAC R. C. SURAN

The Executive Conference consisting of Messrs. E. A. Tamm, Clegg, Nichols, Rosen, Harbo, Hendon, Mumford and Tracy on April 10, 1946, considered a suggestion of SAC Suran that the Bureau institute a latent fingerprint file in National Motor Vehicle Theft Act cases for the purpose of filing unidentified latent fingerprints in unknown subject cases.

Mr. Suran's suggestion has been studied in detail by the Identification Division and by the Investigative Division for some time and the Conference was advised that the study made discloses that in automobile theft ring cases and cases involving a single professional automobile thief, the occasion rarely arises when an automobile would be abandoned. In most instances, a professional thief disposes of the car, or cars, and it would be only an exceptional case where a latent fingerprint could be developed which might later be compared with latent fingerprints developed in other cases.

It was pointed out to the Conference that in unknown subject cases where the subject repeatedly steals automobiles, cases probably could be tied together by means of a comparison of latent fingerprints, however, the number of such cases has been found to be relatively small, therefore, it is the conclusion of the Investigative and Identification Divisions that the establishment and maintenance of a latent fingerprint file in National Motor Vehicle Theft Act cases would not be worthwhile considering the small number of instances in which identifications might be made. It is further pointed out that even if it were ascertained that the same unknown subject had stolen cars in several cases, the only result would be that this fact would be established; however, the Bureau would not be any nearer to ascertaining the true identity of the unknown subject, which after all is the most important item of fact to be established in each case.

The Conference unanimously recommends the suggestion not be adopted.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc - Mr. Clegg
Mr. Hendon

APR 26 1946

SJT:db

LBN:hbm

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/10/92 BY SPSC/KCO

The Director

April 16, 1946

Executives Conference

The Executives Conference, consisting of Messrs. Tolson, Rosen, Ladd, Hendon, E. A. Tamm, Tracy, Harbo, Glavin and Nichols, considered a report submitted to the Conference by Mr. Nichols on the matter of indexing communications in the Bureau's Files Section.

Mr. Nichols reported that a committee consisting of Messrs. Ladd, Mumford, Carson, Strickland, Cartwright and himself reviewed yesterday afternoon every single indexing rule by classification, and this special committee recommended that hereafter in criminal cases no index card be made of informants or witnesses giving derogatory information, i. e. affirmative informative, or of informants or witnesses having a criminal record; that, likewise, there would be certain exceptions to the basic rules in criminal cases but that we not index the results of mail covers and technical surveillances but we would index the name of the subject and suspects. In cases involving stolen property an index would be made of the property stolen, together with an index of the complainant in every case coming to the Bureau's attention.

The special committee further recommended no change be made in the indexing of internal security and national defense matters.

In each criminal case where a prosecutive summary is prepared the name of every witness would be indexed, which would thus make it possible in big cases to readily ascertain whether an individual was a witness or connected in a case.

The Conference unanimously recommended the adoption of this procedure, which for practical purposes will mean that the classifiers will only have to read the synopsis and titles of reports in the future. If the Director approves, there is attached hereto a memorandum transmitting the body of rules pertaining to the indexing by specific classification, from which have been stricken the things that will not be indexed in the future. It is understood that a supervisor may, by underlining a name with green pencil, continue to have a name indexed.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Attachment

cc: Mr. Clegg; Mr. Hendon

51 APR 26 1946

2139 APR 25 1946

OFFICE MEMORANDUM - UNITED STATES GOVERNMENT

TO : Mr. C. A. Tolson

DATE: April 12, 1946

FROM : R. T. Harbo

SUBJECT: ADDRESSING OF LABORATORY REPORTS TO
GRADUATES OF NATIONAL ACADEMY

Executive Conference

Section 114 of the Laboratory Manual provides that Laboratory Reports shall be addressed to the highest ranking officer of the organization submitting the material, marked for the attention of the submitting officer, except in the event the submitting officer is a National Academy graduate. In that event, reports are addressed to the graduate instead of the highest ranking officer. This is the only exception to the rule.

While I agree, of course, that we should direct communications of a personal or semi-personal nature to the National Academy graduate himself, in matters which involve a police department generally, such as is usually true in Laboratory examinations, I believe it is desirable to address the reports to the highest officer of the organization, marked for the attention of the submitting National Academy graduate, in accordance with our general policy. We now have National Academy graduates in many departments and in some cases, such as Norfolk, Virginia, Police Department, we have one National Academy man who is Chief of Police, and another who is Chief of Detectives. It has been our policy in this particular situation, even though the Chief of Detectives submitted the material for examination, to direct the report to the Chief of Police, marked for the attention of the Chief of Detectives. It is possible that on some future occasions a report might be sent direct to a subordinate officer because he is a National Academy graduate, whereas the Chief of Police might also be a National Academy graduate and equally as good a friend of the Bureau.

RECOMMENDATION: That our instructions concerning the addressing of Laboratory Reports to National Academy graduates be changed to conform with our general policy in this regard; that in the future all reports without exception be addressed to the highest officer of the organization, marked for the attention of the contributing officer.

ADDENDUM: Approved on April 15, 1946, by Executives Conference composed of Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Hince, Ladd and Rosen.

JAS:FLM

Director's notation: "OK H."

RECORDED
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61 APR 26 1946

INITIALS ON ORIGINAL

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DATE 2/29/92 BY *[signature]*

59 MAY 10 1946

ORIGINAL COPY FILED IN 66-2554-6396

TO: THE DIRECTOR

DATE: April 16, 1946

FROM: A. ROSEN

SUBJECT: TRANSFER OF DEMOBILIZED PERSONNEL RECORDS,
ADJUTANT GENERAL'S OFFICE, WAR DEPARTMENT

PURPOSE

Under date of March 5, 1946, the Charlotte Division by letter, a copy of which was furnished to all field divisions, stated that the World War I records comprising all separations up to September 8, 1939, were in the process of being moved from High Point, North Carolina, to the Demobilized Records Branch in St. Louis. That letter requested that the St. Louis Division inform the Bureau when all records had arrived in St. Louis and were available for review.

The St. Louis Division has now advised that these records are available for review in St. Louis and it is felt that this information should be furnished to the field by Bureau Bulletin.

ACTION RECOMMENDED

That the attached Bureau Bulletin advising the field of the availability of these records in St. Louis be issued.

Attachment

ADDENDUM

On April 18, 1946, the Executive Conference approved the attached Bureau Bulletin.

RWM:KLW

EX-16 RECORDED

166-2554-4753

APR 26 1946

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DATE 9/15/92 BY SP-2/JS

APR 20 1946

THE DIRECTOR

April 18, 1946

THE JOINT COMMITTEE

SUGGESTION #32-F

EMPLOYEE: SAC BROWN
SAVANNAH FIELD DIVISION

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That field offices destroy Receiving Slips for expendable and non-expendable property immediately after preparation of the annual inventory for transmittal to the Bureau.

ADVANTAGES: 1. Save some little filing space.
2. The use of these slips subsequent to the compilation of the annual inventory is infrequent.

DISADVANTAGES: 1. It is inconsistent with the general practice as to the destruction of other items.
2. These slips are of value in verifying and adjusting the discrepancy for anything appearing on the inventory with a check against the Bureau's records after receipt.

RECOMMENDATION: Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by the Executives' Conference on April 24, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg.

Respectfully,
For the Conference

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

323013
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DATE 9/15/92 BY SP-1/KC

RECORDED & INDEXED

66-2554-4754

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APR 23 1946

HHC:rs

50 APR 29 1946 135

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #53-1

EMPLOYEE: SAC ABBATICCHIO
BIRMINGHAM FIELD DIVISION

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/16/82 BY SP-1/6

April 22, 1946

Executive Conference

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the designation of Agents to attend In-Service training should be equitably made so as not to require more than one Agent at a time from smaller offices.

ADVANTAGES:

1. The calling in of two or three Agents at a time throws a burden on a small office since it would constitute a considerable percentage of its total investigative personnel.

DISADVANTAGES:

1. The In-Service assignments are presently arranged by the Administrative Division upon a quota basis dependent upon the size of the field division.
2. The present system is to select Agents for In-Service as equitably as possible.
3. With the cut in the number of In-Service schools which has followed the general reduction of personnel, less of a burden will be thrown on smaller offices which was necessary in a short period of time in the recent past when Agents were being brought in at more frequent intervals than 18 months.

RECOMMENDATION:

The committee unanimously recommended no change upon the basis that the suggestion is presently being complied with as closely as possible.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on April 24, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg, unanimously were of the opinion that this matter is being handled properly at the present time and that no change in procedure should be made.

Respectfully,
For the Conference

RECORDED
66-2554-4755
APR 26 1946

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Mr. Hendon
Mr. Clegg

HBO:rs

THE DIRECTOR

April 18, 1946

THE JOINT COMMITTEE

SUGGESTION #32-1

EMPLOYEE: SAC BROWN
SAVANNAH FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

H. H. CLEGG
R. C. HENDON

E. E. CONROY
E. SCHEIDT

EMPLOYEE SUGGESTS:

That field offices destroy material contained in FBI Law Enforcement Conference files after the material in any one section is more than one year old.

ADVANTAGES:

1. It would save some filing space.

DISADVANTAGES:

1. These old files are of use to SACs in preparing future programs and in determining exactly what the program has been at any prior conferences.

2. They are of value in determining the places at which meetings have been previously held.

3. They are of extreme value to new SACs in preparing future programs and particularly in avoiding duplication of subjects of the speakers.

4. The amount of space saved in any field office is relatively insignificant.

RECOMMENDATION:

Unanimously opposed.

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed by Executives' Conference of April 24, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg.

Respectfully,
For the Conference

66-2554-4756

FBI
39 APR 23 1946

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CC: Mr. Hendon
Mr. Clegg

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DATE 9/2/82 BY SP5/fba

THE DIRECTOR

4/24/46

THE EXECUTIVES CONFERENCE

The Executives Conference on April 17, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Mumford, Rosen and Clegg, considered the present provisions of Section 2U of the Manual of Rules and Regulations relative to Attorneys and Relatives Visiting Prisoners. A copy of the present manual regulations are attached hereto.

The Executives Conference unanimously recommended a review of this section be made in conformity with the attached Bureau Bulletin. The purpose of making these changes is to correct erroneous impressions that might be obtained should outside individuals have an opportunity to read this section of the manual.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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DATE 9/11/92 BY SP-6/bca

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166-2554-4757
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31 APR 23 1946

EX-18

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Mumford
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment
ENCLOSURE

323013
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DATE 4/15/92 BY SP-6/BJC

fw
The Director

April 16, 1946

The Executive Conference

DEVELOPMENT OF INFORMANTS ON CRIMINAL MATTERS

On April 2, 1946, the Executive Conference considered the attached proposed Bulletin to the personal attention of all Special Agents in Charge pointing out the responsibility of each field division for developing adequate informants in criminal matters and outlining a definite procedure to be followed in each field division.

The Bulletin suggests the following steps be immediately taken:

1. A discussion of informant coverage with all Agents.
2. The assignment of experienced Agents for the development of the right type of informants on criminal matters and authorization for the expenditure of the necessary funds in the development of informants with proper justification and Bureau approval.
3. Submission to the Bureau monthly a letter summarizing activities in connection with the development of informants on criminal matters.

Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols and Hince were in favor of the attached Bulletin instructing that the above program be undertaken and that the discussion with the Agents be held at the earliest possible date either at the next Semi-Annual Conference, the next Firearms Training or where travel and per diem expenses are not involved at special meetings of Agent personnel. These members did not feel that a special conference of all Agents was justified in view of the large amount of travel, per diem expenses and interference with the regular work and believe that the purpose can be fully achieved through giving this leeway as to when and as to what method the Agents in Charge will utilize to get the problem before the Agents.

RECORDED

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INDEXED

These members of the Conference are also opposed to specific instructions that Agents be assigned exclusively in each office to the development of confidential informants and feel that this should only be done in exceptional cases where especially justified. They feel that with the shortage of Agent personnel and the amount of important work pending throughout the field the Bureau cannot afford to devote the exclusive services of a large number of Agents to this one program.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Messrs. Ladd and Rosen believe that the need for the development of confidential informants in criminal matters is urgent and

Memorandum for the Director

that if the program is left to a most convenient time, the purpose will not be accomplished. The instructions previously issued to the field have instructed the Special Agents in Charge in the necessity for developing proper confidential informants in criminal matters. It was felt that the benefits to be obtained by a special conference with all Agents present greatly outweigh the suggestion that such a discussion be held at the next most convenient time. Such a discussion would greatly outweigh the procedure suggested by the majority.

Messrs. Ladd and Rosen also feel that the importance of the subject warrants the exclusive assignment of an Agent or Agents in each office to the development of informants and that the program would not be effective unless the development of confidential informants is placed upon a responsible Agent or Agents who could devote their time exclusively to such matters.

Respectfully,
FOR THE CONFERENCE

Clyde Tolson, Chairman

E. A. Tamm

Attachment

cc-Mr. Hendon
Mr. Clegg

4-22-46 Mr. Tamm concurs with the views of the majority of the conference but suggests that a specified deadline for performance of the conference with all Special Agent personnel be added -- in short, that all conferences must be concluded and the Bureau advised thereof by June 1st. This would allow almost six weeks in which to accomplish the Bureau's instructions and he feels that the six weeks would allow the consummation of the project without any extra travel expense. Otherwise, Mr. Tamm fears that the matter will drag out for many months.

Agree with
Tamm.
J

E.A.T.

Et

rs
THE DIRECTOR

April 24, 1946

THE EXECUTIVES CONFERENCE

X. Tolson, Deane
The Executives Conference on April 17, 1946, those present being Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Mumford, Rosen and Clegg, considered the inquiry of SAC Schlenker of San Juan as to whether the Bureau would extend an invitation for Lt. Leonard Normil of St. Thomas, Virgin Islands, to visit the Bureau for one or two weeks to make observations and studies in the FBI Technical Laboratory and the Identification Division.

The SAC had had a conversation with Acting Governor Morris De Castro who had stated he did not believe the FBI would accept a candidate from the St. Thomas Police Department because all the members of that department are colored. Mr. Schlenker had replied that the Bureau did not draw any color line but that as a practical matter it might be well to recognize possible prejudices on the part of the individual police attending the academy from all sections of the country and Mr. De Castro stated he recognized the situation and understood it. There was some intimation that Lt. Normil might eventually come to the United States and make some studies of police work in New York City although it wasn't believed that any further action along this line would be taken at this time.

The Executives Conference unanimously recommended that since there was no issue before the conference but merely an inquiry that we instruct the SAC at San Juan not to take the initiative in bringing this subject matter up for discussion.

If this is approved there is attached hereto a letter to SAC Schlenker accordingly.

Respectfully,
For the Conference

KH
Clyde Tolson

Et
INDEXED

E. A. Tamm

EX-18

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Attachment
Cc - Mr. Hendon
Mr. Clegg
ENC: PJ
30-1-135
1946

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DATE 9/1/92 BY SP2/65

#323013
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DATE 9/15/92 BY SP5C/BCE

THE DIRECTOR

April 22, 1946

THE JOINT COMMITTEE

SUGGESTION #53-B
EMPLOYEE: SAC ABBATICCHIO
BIRMINGHAM FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That sufficient copies of Bulletins be furnished each office to permit the distribution to each clerical employee.

ADVANTAGES:

1. The Bulletins, from time to time, contain information of interest to clerical employees and the dissemination thereof requires the issuance by the SAC of special memorandum of instructions based on the Bureau Bulletin.

2. Time and effort would be saved through furnishing a copy of the Bulletin to the clerical employees.

DISADVANTAGES:

1. It is not the Bureau's desire that all clerks receive Bulletins since the greater bulk of the material is of no interest whatsoever to them.

2. The Bulletins often contain material of a confidential nature which should not be distributed promiscuously to clerical employees because of the possibility of loss.

3. Where it is necessary to issue instructions to clerks based on a Bulletin, it is a simple matter to issue a memorandum for their benefit or post the pertinent portion of the Bulletin on the clerical bulletin board.

4. Almost invariably when there is information of importance contained in the Bulletin, appropriate instructions are contained therein that clerical employees be informed.

5. It would entail additional expense to furnish copies to clerical employees.

6. Under the new system of issuing manual changes those matters of clerical interest will quickly be incorporated in changes for clerical manuals.

RECOMMENDATION:

Unanimously unfavorable.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:ira

RECORDED

INDEXED

66-2554-4760

EX-10

SUGGESTION #53-3

EMPLOYEE: SAC ABBATICCHIO
BIRMINGHAM FIELD DIVISION

EXECUTIVES' CONFERENCE CONSIDERATION:

Glavin, Harbo, Mumford, Tracy and Clegg

The Executives' Conference on April 24, those present being Messrs. E. A. Tamm, unanimously opposed this suggestion.

Respectfully,
For the Conference

[Handwritten signature]
Clyde Tolson

[Handwritten signature]
E. A. Tamm

[Handwritten initials]
HHC:ER

cc: Mr. Clegg
Mr. Hendon

323013
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DATE 9/19/92 BY SP5/JSK

THE DIRECTOR

April 22, 1946

THE JOINT COMMITTEE

SUGGESTION #53-A

EMPLOYEE: SAC ABRATTICCHIO
BIRMINGHAM FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

Kearns
That the present system of handling leave records, daily list of absences, and registers be simplified.

ADVANTAGES:

1. Simplification would lead to less work in the field.
2. The present system is rather involved and somewhat confusing.

DISADVANTAGES:

1. The present system is in compliance with uniform requirements of the Budget Bureau and all exceptions possible have been obtained by the Bureau.
2. The present system permits the utilization of fewer employees and simplified the handling of leave records at the Seat of Government.
3. There is no discretion on the part of the Bureau on system utilized.
4. While the suggestion is that leave records be simplified, no specific suggestion was made as to how this should be done.

RECOMMENDATION:

Unanimously unfavorable.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference of April 24, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg unanimously opposed this suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

HHC:rs

THE DIRECTOR

April 28, 1945

THE JOINT CHIEFS OF STAFF

SECTION 102-1

REPORT: CIO BOSTON

NAVY AND FIELD DIVISION

Executive Conference

MEMBER PRESENT:

H. E. Clegg
E. G. Hendon

D. E. Conroy
E. Scholick

EXPLAINED SUGGESTION:

That a card be maintained for each Special Agent or other employee in a field office reflecting the ~~charge-outs~~ *charge-out slips* of Bureau property, which could be initialed as to the date of charge-out and as to the return.

ADVANTAGES:

1. It could be determined immediately what property was in possession of any employee by glancing at a single card.
2. It would save the filing of two copies of the present property receipt, one of which under the present filing system is in the Agent's administrative file and the other in the inventory file.
3. It would facilitate the checking of an employee's property, which has been charged out to him, when he is transferred or resigns.

DISADVANTAGES:

1. It sets up an additional file in the office to include the recording of property permanently charged as well as that temporarily charged and, as a consequence, sets up a permanent record for charge-outs of a temporary nature.
2. With respect to property which is being temporarily charged out, the proposed system would be more cumbersome to operate than the present system of handling charge-outs.
3. The proposed system would be difficult to administer in so far as property temporarily charged out to road Agents while away from headquarters city is concerned.

RECOMMENDATION:

Unanimously unfavorable.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg Mr. _____
Mr. Glavin Mr. _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Clegg
Hendon

RECORDED

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DATE 7/15/92 BY *gjs/bce*

66-2554-4762

39 APR 28 1945

SUGGESTION #32-H
EMPLOYEE: SAC BROWN
SAVANNAH FIELD DIVISION

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on April 24, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg, unanimously opposed this suggestion.

NHC:ER

RESPECTFULLY,
FOR THE CONFERENCE

Clyde Tolson

E. A. Tamm

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DATE 9/15/92 BY SP2/6cc

THE DIRECTOR

APRIL 17, 1946

THE JOINT COMMITTEE

SUGGESTION #161

EMPLOYED: SAC F. E. CONROY
NEW YORK FIELD DIVISION

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

Elimination of
That the Bureau requirement that field supervisors be rotated annually be eliminated. It was pointed out that Agents can now work for an extended period of time on the same type of work, such as Communist cases, but that it is now necessary that the supervisors be changed annually.

ADVANTAGES:

1. Permits the retention of a man with special aptitudes and talents in a position where he can best serve the Bureau.
2. Takes advantage of the expert knowledge acquired from study of certain types of cases, such as Communism.
3. Will reduce the amount of correspondence required with the Bureau inasmuch as at present field offices must communicate with the Bureau to continue supervisors on the same assignment for longer than one year.
4. It eliminates the time necessary for a supervisor to spend in acquainting himself with new duties which is considerable when new types of cases taken over are involved.
5. Eliminates the apparent inconsistency whereby an Agent may remain indefinitely on a certain type of work while a supervisor must automatically be changed annually.

DISADVANTAGES:

1. Limits to some extent the opportunities for development of new supervisory personnel.
2. May have a tendency in some instances of causing a supervisor to remain for an unduly long period on one type of supervisory assignment and thus interfere with such supervisor's securing diversified supervisory experience.
3. To rectify any disadvantage to the Bureau in the present requirement the Bureau will grant exceptions upon special application when a case is made justifying such an exception.

RECOMMENDATION:

Unanimously favorable.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED

INDEXED

66-2554-4763

30 APR 21 1946

EX-13

32 5.35
11 1946

Clegg
Hendon

SUGGESTION #164

EXECUTIVES' CONFERENCE CONSIDERATION: The Executives' Conference on April 24, 1946, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg, voted unanimously in favor of the above suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

HHC:ER

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/19/83 BY SP-6/6/83

THE DIRECTOR

April 19, 1946

THE EXECUTIVES CONFERENCE

ANONYMOUS LETTER FILE

On April 17, 1946, the Executives Conference considered proposals to reorganize and stream-line the Anonymous Letter File which is maintained in the Document Section of the Laboratory. This file was established in 1935. It now contains over 11,000 specimens. At the present an average of 6.7 searches per day are made through this file, requiring 17 hours per day of employee time.

The Conference composed of Messrs. Tolson, Glavin, Tracy, Hendon, Nichols, Clegg, Mumford, Rosen and Harbo unanimously recommend the following proposed changes which would result in reducing the length of time required for current searches through the file sufficient to save the time of two employees:

- (1) Remove all material from the file which is over five years old with the exception of extortion letters written by known extortionists. A further exception is that we would leave in the file extortion letters written by unidentified extortionists who were known to have written more than one extortion communication. (5,220 specimens are over 5 years old. (5,220))
- (2) Remove from the file all communications regardless of age which are not of an extortion or threatening nature. These may be referred to as letters by "cranks" which are simply critical and abusive of the addressee.
- (3) Material removed from the file under recommendations one and two would be placed in an inactive status for reference only in any outstanding kidnaping or extortion case in which a thorough review of all anonymous communications on hand might be desired.
- (4) As a general rule anonymous letters which contain no threats which are received in the future from police agencies or Bureau Field Offices will not be searched through the file nor will they be added to the file. Exceptions will, of course, be made in individual instances in the light of special circumstances. Such exceptions in police cases will be approved by the Head of the Laboratory; in Bureau cases by the Head of the Security Division.

RECORDED & INDEXED
EX-18 44

The foregoing changes if approved will result in changing the present Anonymous Letter File into an extortion and threatening letter file with a resultant substantial saving in employee time in making searches. The inactive portion of the file will consist of "crank" letters of various types and those

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Memorandum for the Director

already on file will continue to be available for search if desired in a major case.

In the 1945 calendar year, 10 identifications were made by searches through the Anonymous Letter File. The current items were all identified with prior material in the file which had been in the file less than five years. One was 12 days less than five years old; two were 3 1/2 years old; one was 13 months old; and six were less than one year old.

We searched 1,354 current specimens through the file in the 1945 calendar year. Under the proposed procedure, it is estimated that we will search only 10% of that number of cases in the future. The cases eliminated will consist of "crank" letters.

If the Director approved, the above changes in the file will be immediately effected.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

cc-Mr. Clegg
Mr. Hendon

RTH:AR-SH

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

3230/3
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP5/BCE

4/22/46

THE DIRECTOR

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. E. A. Tamm, Ladd, Rosen, Harbo, Hendon and Tracy on April 22, 1946, considered the matter of the ~~Fraudulent Check File~~ in the Laboratory.

A committee composed of Messrs. Clegg, Rosen and Tracy made a report to the Conference on the ~~Fraudulent Check File~~, pointing out to the Conference that the file is divided into four sections:

(1) Safety Paper Section

Several hundred specimens of different types of safety paper manufactured to prevent alteration of checks, etc.

(2) Name and Signature Section

Twenty thousand names, alphabetically by name of maker, fictitious or otherwise, of the check.

(3) Sum and Amount Section

Ten thousand specimens filed by method employed by the check writer in writing the amount of the sum of the check.

(4) Master File

Six thousand specimens filed by type of writing on the checks; i.e. type of handwriting, handprinting or check protector writing.

Bureau cases comprised approximately 60 per cent of the work and Police cases represent 40 per cent. Two types of identifications are made (1) those identified with an individual and (2) those identified with a check as having been made by the same person who issued a previous check but whose identity is still unknown.

Of the total identifications made, approximately 55 per cent are identified without ascertaining the name of the individual and 45 per cent result in ascertaining the identity of the individual who made the check. Of all checks searched, 73.4 per cent are identified--the break-up being as follows:

EX - 18

Percentage

Through search of Bureau indices and	
Name and Signature Section	54.8
Through search of Sum and Amount Section	.1
By examiners' recognition	1.6
Through search of Master File	2.0
By comparison with fingerprint cards	14.9
Total	73.4

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

SJT:db

April 22, 1946

The foregoing figures justify the continuation of the Fraudulent Check File in the opinion of the Conference.

The special committee recommends as follows:

- (1) That Mr. Harbo's suggestion that the Master Section of the Fraudulent Check File be reorganized into three primary groups be adopted. This will result in saving five employees. The Master Section would be sub-divided as follows:

- (a) Checks identified by individuals.
- (b) Checks identified with other checks but the maker is unknown.
- (c) Checks not identified.

If approved, Mr. Harbo would further sub-divide the Master File by male and female and by Bureau and Police types. It would take until June 30 to complete this consolidation and save the five employees.

- (2) The committee recommends that name checks in the Identification Division be searched "on the head" only, that is, only the exact name as submitted would be searched. This would avoid, particularly in common names, up to fifty fingerprint jackets being pulled and charged on a single search. This will save approximately four employees in the Identification Division and an additional employee in the laboratory. It is the opinion of the Laboratory Technicians and Mr. Tracy who made the suggestion that the percentage of identifications based on an examination of the fingerprint jackets will not be materially reduced.
- (3) The committee recommends that the Laboratory which now maintains non-identified checks for a period of three years be authorized to remove and destroy the checks in the Master File after one year; pointing out although this will not reduce personnel at this time it will prevent the need for increasing personnel in the future.

The Conference unanimously recommends approval of the foregoing three recommendations with the proviso that if the number of identifications made from the fingerprint jackets is materially affected after a trial period of 90 days that this suggestion be reconsidered.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

MEMORANDUM FOR THE DIRECTOR

April 22, 1946

The Executive Conference desires to point out to the Director that although only 2 per cent of all identifications are made in the Master File and only .1 per cent of the identifications are made in the Sum and Amount Section, it is believed that these two sections are instrumental in solving a small number of rather complicated and involved cases particularly for the Bureau; therefore, that the searching through these two sections of the file should not be discontinued at this time; however, in the event further reduction in personnel is necessary in the Laboratory this work can be again considered at that time.

Respectfully,
For the Conference

Glyde A. Tolson

Edward A. Tamm

cc - Mr. Clegg
Mr. Hendon

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/1/92 BY SP-5 JES

APRIL 15, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #29-A

EMPLOYEE: SAC HALLFORD
BALTIMORE FIELD DIVISION

MEMBERS PRESENT:

H. H. Olegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the rule which requires that an index card be placed in the main indices of the field office for each individual whose name appears in the source of information file regardless of whether there is already a file in the office on this individual be eliminated.

ADVANTAGES:

1. Some slight saving in clerical time in preparing and filing the index card.
2. Eliminate need for double check or spotcheck of sources of information cards against indices to insure indexing.
3. No particular value in preparing index card on source of information when there is no main file.
4. This would be somewhat analogous to preparing an index card on any individual in any City Directory who might be able to supply information due to his position.

DISADVANTAGES:

1. In the event a source of information should subsequently become involved in any subversive activities or criminal case, it might not be discovered that he was being used as a source of information unless there were an index card in the main indices of the office. Instances might arise where extreme embarrassment might be caused the Bureau by reason of the fact an individual who might be badly sought as a fugitive might at the same time be daily contacted by the office.
2. Very little work is entailed in maintaining this safeguard.

RECOMMENDATION:

Unanimously unfavorable.

HHC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

RECORDED

INDEXED

The Executives' Conference on April 16, 1946,
those present being Messrs. Tolson, Glavin,
Harbo, E. A. Tamm, Tracy, Hendon, Ladd, Rosen, Nichols, and Olegg unanimously

recommended unfavorably.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

cc: Mr. Clegg

Mr. Hendon

HHC:PJ

#323013
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP5CJ/K April 18, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #32-B

EMPLOYEE: SAC BROWN

SAVANNAH FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That telegrams to a field office from Agents in travel status be destroyed after the information contained therein has been posted on the #3 Register Cards of the office and following the examination of the telegram by the SAC.

ADVANTAGES:

1. There would be one central location for the information as to the whereabouts of Agents of the office.
2. Telegrams which would serve no further purpose are destroyed rather than being placed loosely in file folder.
3. Save some filing time and space.

DISADVANTAGES:

1. The amount of time involved in filing these wires is very small since they are merely placed in the Administrative File folder and are not processed as are permanent serials in an office.
2. They serve the purpose of making a check in event of some clerical error in recording information on #3 Cards.
3. Under the proposed suggestion, if an error were made difficulty might be experienced in contacting an Agent under an emergency situation.
4. It is a bad practice to encourage the destruction of correspondence.
5. Under the present system in the Administrative File of each Agent is all the information regarding movements of that particular individual and which facilitates any check on his past movements.

ORIGINAL COPY FILED IN 66-2554-4767

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

CONCLUSION:

Unanimously unfavorable.

RECORDED

EX-38

66-2554-4767
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61 APR 29 1946

HHC:RS

MAY 2 1946

SUGGESTION #32-B
EMPLOYEE: SAC BROWN
SAVANNAH FIELD DIVISION

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on 4/24/46
those present being Messrs. E. A. Tamm,
Glavin, Harbo, Mumford, Tracy and Clegg, unanimously opposed this suggestion.

HHC:ER

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

THE DIRECTOR

MARCH 11, 1946

THE JOINT COMMITTEE

SUGGESTION #79

EMPLOYEE: ASSISTANT DIRECTOR H. H. CLEGG
STATE OF GOVERNMENT

Executive Conference

MEMBERS PRESENT: H. H. Clegg E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That field office publications or "office organs" be eliminated.

ADVANTAGES:

1. Saving of labor
2. Saving of expense of printing and distribution.

DISADVANTAGES:

1. Possibility of some morale building advantages being lost
2. Omitting development of collateral talents of individual employees in writing, cartooning and so forth.

RECOMMENDATION: Unanimously favorable.

INC:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on 3/15, Messrs. Tolson, Glavin, Tracy, Harbo, Hendon, Nichols, Ladd, Mumford, Rosen and Clegg being present, unanimously approved the suggestion that all Field Office publications or office organs be eliminated.

Respectfully,
FOR THE CONFERENCE

323013
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HEREIN IS UNCLASSIFIED
DATE 9/15/93 BY SP5C/BCE

CLYDE TOLSON

E. A. TAMM

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

MR. HENDON, MR. CLEGG

RECORDED

66-2554-4768
FBI

61 APR 29 1946

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ORIGINAL COPY FILED IN 66-2554-4768

THE DIRECTOR

April 18, 1946

THE JOINT COMMITTEE

SUGGESTION #32-C

EMPLOYEE: SAC BROTH
SAVANNAH FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That the charge-out slip used in recording charge-out of a file or serial be revised to include two columns to record the subsequent charge-out of additional serials to the same Agent. At present the procedure would be to add elsewhere on the charge-out slip the serial number and date although there is no special place for any additional charge outs of this type.

ADVANTAGES:

1. It would create a better appearing charge-out slip.
2. Less difficulty to tell at a glance what serials are in an Agent's possession.

DISADVANTAGES:

1. The present practice fully serves the purpose and nothing materially would be gained by the suggestion.

RECOMMENDATION:

UNANIMOUSLY UNFAVORABLE.

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives' Conference on April 24, those present being Messrs. E. A. Tamm, Glavin, Harbo, Mumford, Tracy and Clegg, unanimously opposed this suggestion.

Respectfully,
For the Conference

HHC:ER

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 7/15/92 BY SP5/...

Clyde Tolson

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Hendon

Clegg

MAY 2 - 1946

HHC:RS

E. A. Tamm

61 APR 29 1946

INITIALS ON ORIGINAL - 12

ORIGINAL COPY FILED IN 66-7294-10

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DATE 9/15/92 BY SP-1/16

THE DIRECTOR

APRIL 18, 1946

THE JOINT COMMITTEE

SUGGESTION #36-A
EMPLOYEE: SAC R. B. HOOD
LOS ANGELES FIELD DIVISION

MEMBERS PRESENT: R. T. Harbo E. E. Conroy
R. C. Hendon E. Scheidt

EMPLOYEE SUGGESTS: That the field not be requested to specifically acknowledge any general instructions which are furnished by the Bureau. To The Field. As an example, SAC Hood pointed out that the field was instructed to specifically acknowledge the receipt and understanding of SAC Letter #11, dealing with the efficiency ratings of Special Agents who are engaged as police instructors.

ADVANTAGES:

1. Such a requirement necessarily makes extra correspondence between the field and the Bureau with all of the attendant clerical and filing work.
2. Bureau instructions are clear and there should be no necessity for the field to acknowledge their receipt.

DISADVANTAGES:

1. The Bureau is specifically informed that every SAC has given specific study to the matter.

RECOMMENDATION: Unanimously favorable; however, the Committee pointed out that as a general rule the field is not requested to acknowledge such instructions. It is only in special cases that this requirement is added to any outgoing communication from the Bureau. It is recognized that in special cases such a requirement might be advisable and should be done. This is true of the particular example set out by Mr. Hood since there was a lot of confusion in the field as to these efficiency reports, and it was necessary to make certain that the Bureau's desires and policies were thoroughly understood. 66-2554-4770

RCH:ER

EXECUTIVES' CONFERENCE CONSIDERATION:

The Conference consisting of Messrs. Tamm, Hendon, Harbo, Clegg, Mumford, Tracy and Glavin agreed with the Special Committee and recommends that the attached letter go forward to Mr. Hood pointing out to him that specific reasons from time to time must be given to request such acknowledgment from the field.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

8 MAY 1 1946

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DATE 4/18/92 BY SP5/BCE

THE DIRECTOR

APRIL 18, 1946

THE JOINT COMMITTEE

SUGGESTION #35-A

EMPLOYEE: SAC J. L. DAYTON
INDIANAPOLIS FIELD DIVISION

MEMBERS PRESENT:

H. T. Harbo
R. C. Hordon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

That rather than send the Bureau copies of acceptance letters on each speech at the end of the month the Bureau be furnished one letter setting out the speeches given and the identity of the field representative who made the speech.

ADVANTAGES:

1. The material would be set forth in one communication to the Bureau at one time rather than in copies of separate communications during the course of the month, thus reducing the amount of correspondence between the field offices and the Bureau relative to speeches.

DISADVANTAGES:

1. It is necessary for the Bureau to know more currently the commitments of SACs and various field representatives.
2. At present only copies of acceptance letters are furnished with the result that no additional typing is required in the field.
3. Through receiving copies of letters as speeches are accepted the Crime Records Section can post the material to its various records from day to day whereas if such information were received from all offices at the end of the month a backlog would be created disturbing a steady flow of work.
4. Such a system would not permit the Bureau to review before hand the types of organizations before which speeches are to be given and from time to time it is necessary for the Bureau to instruct that a speech be cancelled.
5. The present system affords the field office an opportunity to make an addendum on the Bureau's copy of the letter designating some person other than the Special Agent in Charge, Assistant SAC or supervisors with the reasons why other individuals should be appropriately designated to make speeches. Under the proposed system it would be necessary for individual letters in such instances to be directed to the Bureau.
6. The proposed system would add to the clerical detail with reference to special letters rather than detract from it.

INDICATION:

Unanimously opposed.

RECORDED

INDEXED

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Clegg
Hendon

66-2554-4771

EXECUTIVES CONFERENCE CONSIDERATION:

Messrs. E. A. Tamm, Hendon, Harbo, Clegg, Mumford and Tracy agreed with the Special Committee and recommend that the present system continue, particularly in view of the fact that copies of the letters received are not permanently filed at the Seat of Government but are torn up after appropriate notations are made therefrom in the Crime Records Section. The majority felt that this system served the necessary purposes with a minimum amount of work and effort.

Mr. Glavin was in favor of the suggestion under the belief that it was not necessary for the Bureau to know from day to day the commitments of field representatives and that one letter from each office at the close of the month should be sufficient.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

RCH:DW

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

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ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP5CIB/bee

THE DIRECTOR

April 17, 1946

THE JOINT COMMITTEE

SUGGESTION #43-A

EMPLOYEE: SAC J. C. NEWMAN
SALT LAKE CITY FIELD OFFICE

Executive Conference

MEMBERS PRESENT: R. C. Hendon E. Scheidt
E. E. Conroy R. T. Harbo

SUGGESTION: That in National Motor Vehicle Theft Act cases an auxiliary office be permitted to ~~make~~ the request without the submission of a report when a teletype covering the interview with an owner is sent to the Office of Origin, the information thereafter to be incorporated in an investigative report by the Office of Origin.

This procedure is fully covered and authorized by Section 11-A-1-I of the Manual of Rules and Regulations.

RECOMMENDATION: Unanimously approved that SAC Newman's attention be called to the present instructions.

RCN:PJP

EXECUTIVES' CONFERENCE CONSIDERATION: Unanimously approved by the Executive Conference with Messrs. Tamm, Hendon, Harbo, Clegg, Mumford, Tracy and Glavin in attendance.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

CC - Mr. Clegg

EX-10 / RECORDED
&
INDEXED

106-554-4772
APR 24 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RCN:DW

135
70 APR 20 1946
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HEREIN IS UNCLASSIFIED
DATE 9/15/82 BY SP2/BJE

THE DIRECTOR

APRIL 18, 1946

THE JOINT COMMITTEE

RECEIVED: 4/30

EMPLOYEE: MISS ANNIE C. FELTON
BUFFALO FIELD DIVISION

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scholst

EMPLOYEE SUGGESTS:

That a special index card be made on each bulky exhibit, indicating the file number, status of the case, and location of the exhibit in the office, to be filed numerically and divided into closed and pending cases.

ADVANTAGES:

1. These cards can be periodically pulled and checked against files to determine current status of exhibits as to whether they can be destroyed or must be retained and the date of the check can be shown on the index card.
2. It affords a ready tickler system for the disposition and status of all bulky exhibits.
3. It eliminates the necessity for physically pulling and checking the file to determine where the exhibit is located.

DISADVANTAGES:

1. It is just one more special index to keep up and check.
2. It requires an extra operation for the clerical staff.
3. It does not provide for a physical check of the exhibits to make certain that they are in the office and properly maintained, hence is a fallacious system inasmuch as the real test of disposition of bulky exhibits is by reference to the bulky exhibit itself.
4. It is a useless administrative procedure since there is no need to make notations as to when the last check of the exhibits was made.
5. There is no need for an index to show the location of bulky exhibits since present regulations require they be filed numerically.
6. Everything contemplated on a special index card is now readily available from the file.
7. The simplest procedure to check bulky exhibits is upon an administrative tickler which is set periodically or when for some other reason the file itself is reviewed.

RECOMMENDATION:

Unanimously opposed.

RECORDED

INDEXED

66-2554-4773

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Clegg
Hendon

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference with Messrs. Tamm, Hendon, Harbo, Olego, Mumford, Tracy and Glavin in attendance unanimously opposed this suggestion.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

ECF:DW

#323013

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HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP5CJ/bce

4/26/46

121
THE DIRECTOR

THE EXECUTIVE CONFERENCE

The Executive Conference, consisting of Messrs. Tolson, Ladd, Nichols, Clegg, Glavin, Hendon, Harbo, Rosen and Tracy on April 19, 1946, considered the present delinquency in the Identification Division.

The Conference was advised by Mr. Tracy that the current delinquency is increasing in the Identification Division in direct proportion to the reduced number of employees.

For the Director's information, it has been previously approved to stop handling personal identification fingerprints and applicant fingerprints of persons engaged in private industrial plants. This has resulted in approximately 1,400 fingerprint cards daily not being handled, however incoming receipts total approximately 20,000 daily, and the Identification Division is only able to handle about 15,000 daily; therefore, a further reduction in the handling of prints is necessary at this time.

The Conference recommends that the applicant prints not being handled be extended to airlines, airplane manufacturers, transit companies and other public utilities, with the exception of applicant prints received from railway police, railway express and pullman companies. The Identification Division would continue to handle strict police type applicants, that is, applicants for positions in police departments for gun permits and applicants for special licenses, such as taxi drivers, etc.

The Conference further recommends that Army, Navy, Marine Corps and Coast Guard prints be held up as a delinquency for the present.

If the Director approves the foregoing recommendations, fingerprints being received in the Identification Division which will not be handled will be as follows:

Personal Identification and
Applicants (Previously approved
to be discontinued)
Applicants (Airlines, airplane fac-
tories, public utilities, etc.)
Army
Navy
Marine Corps
Coast Guard

TOTAL

RECORDED
AVERAGE PER DAY, MARCH 1946

INDEXED

314

1,434

200

3,366

1,012

309

676

6,997

166-2554-4774
39 APR 29 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

APR 30 1946 135

MEMORANDUM FOR THE DIRECTOR

April 26, 1946

The present personnel of the Identification Division is 1,935, and many additional resignations are now pending due to a special drive in the Identification Division to encourage employees to seek positions elsewhere or to submit their resignations if they contemplate resigning within the next few months.

If the foregoing classes of fingerprints can be set aside for the present, the Identification Division will be able to adjust its personnel to better advantage in handling the balance of the incoming fingerprint cards.

The Executive Conference recommends that no notification be given to contributors at this time as to the inability of the Identification Division to handle the present current volume of work, but recommends that notice to contributors be decided upon after the Bureau's 1947 appropriation has passed the House and Senate.

Respectfully,
For the Conference

Clyde A. Tolson

Edward A. Tamm

*Suggest we send
memo to A. G. &
McManey re
situation developing
& our inability to
give service & consequences
if the same.*

cc - Mr. Clegg
Mr. Hendon

ebp

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Egan	_____
Mr. Hendon	_____
Mr. Pennington	_____
Mr. Quinn Tamm	_____
Mr. Nease	_____
Miss Gandy	_____

#323013
ALL INFORMATION CONTAINED
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DATE 9/15/92 BY SP5/lee

APRIL 22, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #12-A

EMPLOYEE: JOSEPHINE G. CHRISTIANSON
ST. PAUL FIELD DIVISION

MEMBERS PRESENT:

R. T. Harbo

E. E. Conroy

R. C. Hendon

E. Scheidt

EMPLOYEE SUGGESTS:

That interesting case memoranda sent to the field by the Bureau for public relations purposes not be indexed.

ADVANTAGES:

1. A great deal of indexing would be eliminated.
2. The indexing of these interesting case memoranda which are always of closed cases serves no purpose whatsoever since the information is of no investigative value.
3. It is readily available without indexing for its purpose which is to assist in the preparation of speeches.

DISADVANTAGES:

1. Instances might arise where the present policy of indexing such material might result in the more ready location of a given interesting case writup when desired by some Bureau speaker.
2. From time to time inquiries are made in some field offices, particularly in large cities where the headquarters of metropolitan newspapers and magazines are located, for material on cases which were not handled by that office. If an interesting case under such circumstances is located without having an index it requires a considerable amount of clerical time in reviewing all interesting case writeups which have been received in that office or requires inquiries over telephone or communication to the Bureau.

RECOMMENDATION:

Unanimously favorable.

RCH:ER

EXECUTIVES CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tamm, Hendon, Harbo, Clegg, Mumford, Tracy and Glavin unanimously approved this suggestion.

Respectfully,

For the Conference

Clyde Tolson

E. A. Tamm

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

#323013

ALL INFORMATION CONTAINED

HEREIN IS UNCLASSIFIED

DATE 9/14/92 BY SP52/JS

APRIL 22, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION CH-1-A

EMPLOYEE: SAC D. L. TRAYNOR
SPRINGFIELD FIELD DIVISION*Executive Conference*

MEMBERS PRESENT:

R. T. Harbo
R. G. HendonE. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

**Reducing*

That the number of administrative files and procedures required of Resident Agents to maintain be reduced and wherever possible eliminated. He points out that at present Resident Agents must maintain source of information cards covering sources in their territories, identification orders, wanted flyers, automobile charge-out forms in certain of the offices and that it is also permissive for guns to be maintained in Resident Agencies.

ADVANTAGES:

1. Some administrative work is required to maintain these files and equipment on the part of Resident Agents which should be eliminated so they can devote more time to investigative activity. The benefits of this material can be obtained through the field office headquarters.

DISADVANTAGES:

1. All of the records and equipment which must be maintained are of potential daily use and assistance to the Resident Agent.
2. A minimum amount of administrative detail is necessary to have the advantage of files and equipment.
3. Such aids should be immediately available to the Resident Agent under emergency conditions since either travel or unnecessary telephone expense would have to be incurred together with serious delay in utilizing the field office records or equipment.
4. These aids have been made available as the result of many suggestions on the part of Resident Agents and offices in the past based upon their needs.
5. Some of the items mentioned are not absolutely required but are merely permissive, thus Resident Agents are permitted to have guns but not necessarily required to do so. Likewise, the Form #73 automobile charge-out form is not used unless an automobile is assigned to more than one Agent in which instance it is essential. In view of this, the maintenance of the various items required in Resident Agencies is not as burdensome as it is made to appear.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Harbo _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

RECOMMENDATION:

Unanimously unfavorable.

Clogg
Hendon

FCH:ER

INDEXED

RECORDED

166-2554-1
IT
39 APR 24 1946

4776

EXECUTIVES CONFERENCE CONSIDERATION:

The Executive Conference consisting of Messrs. Tamm, Hendon, Harbo, Clegg, Mumford, Tracy and Glavin were unanimously opposed to the suggestion upon the basis that they are at present reduced to an absolute minimum.

Respectfully,
For the Conference

Clyde Tolson

E. A. Tamm

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323073
ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 7/15/92 BY 3852/bk

THE DIRECTOR

APRIL 22, 1946

THE JOINT COMMITTEE

SUGGESTION #105

EMPLOYEE: SA G. GEORGE MEDLER, JR.
WASHINGTON FIELD DIVISION

Executive Conference

MEMBERS PRESENT:

R. T. Harbo
R. C. Hendon

E. E. Conroy
E. Scheidt

EMPLOYEE SUGGESTS:

**Serial 3109*

That incoming mail be serialized by the Chief Clerk's Office through the use of a 3 x 5 card prepared for each case showing the file number, the name of the Agent to whom the case is assigned and upon which would be carried the number of the last serial in the file.

At present serialization is made through a physical check of the file to determine the last serial number contained therein or the last serial number set forth on the charge-out slip.

ADVANTAGE:

1. The use of such system would eliminate the need for pulling the file each time a new serial is received.
2. It would eliminate the necessity for locating files merely for serialization purposes which are charged out.
3. It would speed the transmission of the mail received in the office to the Agents assigned to individual cases.

DISADVANTAGES:

1. It would require the setting up of an additional administrative device.
2. In a great number of instances when a new serial is received the file must be pulled and attached for the information of the SAC or supervisor and at that time the serialization can just as easily be made.
3. It is not ordinarily necessary to locate a file which is charged out for serialization purposes since the file number can be added and the serialization made when the file has been returned.
4. It would be impossible for more than one clerical employee to do serialization inasmuch as the serial number cards would have to be maintained at some centrally located place and hence would present an impossible situation in larger offices, creating a bottleneck.
5. In effect this would amount to serialization of each piece of mail twice, once on the serial number card and once on the serial itself.
6. Incoming and outgoing mail, both of which require serialization, would necessarily have to be routed over the same desk whereas the present outgoing mail can be quickly serialized at the same time it is incorporated in the file.

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

Clegg
Hendon

RECORDED
&
INDEXED
3

166-2534-4777
39 APR 24 1946

7. It would be necessary every time a case were reassigned for some kind of clearance to be made over the desk at which the 3 x 5 cards were made otherwise routings would be inaccurate.
8. It would be necessary to prepare cards containing a large number of serial numbers. In many instances these numbers would never be used and hence a great deal of unnecessary information would be prepared.

RECOMMENDATION: Unanimously unfavorable

EXECUTIVES' CONFERENCE CONSIDERATION:

The Executives Conference consisting of Messrs. Tamm, Hendon, Earbo, Clegg, Mumford, Tracy and Glavin was unanimously opposed to this suggestion.

Respectfully,
for the Conference

Glyde Tolson

E. A. Tamm

ROH:DW

~~CONFIDENTIAL~~

April 10, 1946

THE DIRECTOR

THE JOINT COMMITTEE

SUGGESTION #141

EMPLOYEE: K. R. MCINTIRE

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED EXCEPT
WHERE SHOWN OTHERWISE.

MEMBERS PRESENT:

H. H. Clegg
R. C. Hendon

E. E. Conroy
E. Scheidt

The Joint Committee considered the various suggestions made by Supervisor K. R. McIntire dealing with the subject of technical and microphone surveillances and particularly with the suggestions that (a) there be a uniformed system of filing reports dealing with technical and microphone surveillances which would be governed largely by the titles shown on the communications to facilitate uniformity in filing; (b) that a letter be sent to all SACs setting up standards for consideration before recommending that a technical or microphone surveillance be conducted; (c) that once each 3 weeks the supervisory employee at the Seat of Government summarize for the benefit of the Bureau the result of each technical surveillance in order that a determination might be reached as to whether it should be continued.

RECOMMENDATION: 1. The Joint Committee unanimously recommended that a letter incorporating the substance of the standards proposed by McIntire be sent to all SACs and such a letter is attached if approved.
2. That a form entitled "Recommendation for Installation of Technical or Microphone Surveillances" which is attached hereto be approved and that this form be used in the Bureau when submitting to the Director a recommendation for such installation and that the form be distributed to the SACs for their convenience in furnishing full information in keeping with the form whether such information is submitted by letter, by teletype or by telephone.
3. That the attached form entitled "Recommendation for Continuation of Technical or Microphone Surveillances" be distributed to the field offices to be prepared and submitted each 60 days, from the date of the installation or the date of the previous report, which would be filled out for the most part in the field and submitted to the Bureau where the supervisor could complete its preparation by adding any additional comments necessary and then the recommendations of the Assistant Director and the two Assistants to the Director would be transmitted to the Director on the same form.

1. The promulgation of a set of standards to be considered before recommending the installation of such surveillances would be for the purpose of limiting such recommendations to instances of necessity.

2. The use of the form in making the initial recommendation by the supervisor's staff at the Seat of Government and as a guide for furnishing information to the Bureau by field offices will establish uniformity and will same time require a statement setting forth all the various factors which

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~~CONFIDENTIAL~~

~~CONFIDENTIAL~~

are pertinent to the recommendation.

3. Some surveillances of these types are for much shorter duration than 60 days and would be terminated at the conclusion of the period for which they were approved but the requirement for the submission of a recommendation each 60 days instead of each 30 days will prevent the recommendation from being too routine and duplicatory, will save paper work and filing and would be at such intervals as to justify a conclusion that such surveillances will be given careful study in the field and at the Seat of Government before recommendations are made. ~~(S)~~

DISADVANTAGES:

(1) Whenever a form is used there is danger that the matter might become routine and too much duplication of typing from a previous form (which in itself would indicate the matter should be seriously considered).

(2) There would be furnished to the Bureau information which is not always being submitted at present in the regular memorandum or letter of communication to the Bureau which might increase the total amount of typing which the field would require.

RECOMMENDATION:

Unanimously favorable.

EXECUTIVES CONFERENCE CONSIDERATION: The Executives Conference on March 20, 1946, those present being Messrs. Tolson, Rosen, Ladd, Hendon, Nichols, Harbo, Tracy, Glavin and Clegg, unanimously recommended favorably.

There is attached hereto copies of the proposed forms as well as a proposed letter to the SACs as recommended.

Respectfully,
For the Conference

Glyde Tolson

E. A. Tamm

4-22-46 Addendum: Mr. Tamm is opposed to the use of forms in connection with the handling of telephone taps. He feels that requests for authorization for and evaluation of telephone tap requests and installations should be done upon an individual basis, in which every consideration is given to the factors of productiveness, possible risk, exposure and all other items. He feels that the utilization of forms or so-called "standards" will tend to mechanize the handling of technical installations in such a way that if the forms are filled out properly, the tap is authorized, installed, etc. with no real thought given to the intrinsic merit of the request or installation. ~~(S)~~

cc - Mr. Hendon
Mr. Clegg

~~CONFIDENTIAL~~

Attachments

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
Gandy

E.A.T.

THE DIRECTOR

APRIL 22, 1946

THE JOINT COMMITTEE

SUGGESTION #166

NEW YORK FIELD DIVISION

MEMBERS PRESENT:

R. T. Harbo
R. C. HendonE. E. Conroy
E. Schoidt

EMPLOYER SUGGESTS:

That the provisions permitting the posting to assignment cards of letters, teletypes and memoranda be clarified. At the present the manual provides as follows: "Status information shall be posted to the assignment card from letters, teletypes and memoranda as is done when an investigative report is submitted."

ADVANTAGES:

1. There is presently confusion and lack of uniformity in the field in posting such communications since some offices are posting such communications reflecting or requesting investigative activity.
2. The wording of the manual is too broad at present permitting a liberal interpretation, the posting of practically all letters and wires and even memoranda for the file.
3. Such a wide interpretation of the manual would reflect an inaccurate delinquency situation in the field. The manual provision was based on SAC Letter #36, Series 1945, Section D, which instructed that assignment cards should be prepared on all matters requiring one or more interviews relating particularly to the handling of uniform crime reporting, administrative matters and research matters in which no investigative reports are ever submitted but in which letters in lieu of reports are utilized. It was not intended by that provision to permit indiscriminate reporting of communications but only that those communications should be posted which substitute completely for an investigative report.

DISADVANTAGES:

None

RECOMMENDATION:

Unanimous that Section 6-6 (1) of the Manual of Rules and Regulations be changed to read as follows: "In every classification handled by the Bureau a case shall be opened and assignment card prepared where one or more interviews will be conducted. Status information shall be posted to the assignment card from letters, teletypes and memoranda sent to other offices or to the Bureau where such communications substitute for an investigative report. Of course, any notation or memorandum which serves as basis for closing a case administratively should be posted to the assignment card."

ALL INFORMATION CONTAINED
HEREIN IS UNCLASSIFIED
DATE 9/15/92 BY SP5C/BRE

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Mr. Clegg _____
Mr. Hendon _____

395

EXECUTIVE CONFERENCE CONSIDERATION:

The Executive Conference consisting of Messrs. Tamm, Hendon, Harbo, Clegg, Lumsford, Tracy and Glavin unanimously approved the recommendation of the Special Committee for a change in the Manual of Rules and Regulations as indicated.

Respectfully,
For the Conference

✓
Clyde Tolson

Ept
E. A. Tamm

OK
RCR:DV

THE DIRECTOR

April 17, 1946

THE JOINT COMMITTEE

393

SUGGESTION #44-A

EMPLOYEE: SAC L. O. FLAHERTY
ANCHORAGE FIELD DIVISION

R. C. Hendon
H. T. Harbo

E. E. Conroy
E. Scheidt

SUGGESTION:
bulletin.

That headings be placed on the first page of Bureau
bulletins listing all of the subjects referred to in that

ADVANTAGES:

1. An employee could see at a glance what the subject
matters covered in the bulletin are.

DISADVANTAGES:

1. This would be unnecessary typing.

2. It would create a great deal of additional work in the
Mechanical Section at the Bureau.

3. At the present time portions are added to outgoing
Bureau bulletins as approved and such a system would make this impossible.

4. No purpose is served since present captions are in caps
and completely serve the needs.

RECOMMENDATION:

Unanimously opposed.

RE: 160

EXECUTIVES' CONFERENCE CONSIDERATION:

Unanimously opposed with Messrs. Tamm, Hendon, Harbo, Clegg,
Ladd, Tracy and Glavin in attendance.

Respectfully,
For the Conference

Clyde Tolson
INDEXED

EX-18
W. A. Rorer

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